Novosoft Handy Backup

Handy Backup

Version 7.1.2

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Handy Backup User Manual

This manual explains in detail the use of Handy Backup. It provides startup instructions and a brief tutorial for performing backup operations.

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General Information

- Product Overview
- Copyright
- End User License Agreement
- Technical Support Contacts

Product Overview

Handy Backup is the best-in-class, award winning data protection solution for individuals as well as corporate users, providing easy, comprehensive and cost effective backup and recovery of critical data.

Ease of use

An intuitive, user-friendly interface simplifies data protection and recovery procedures for users of all levels. In addition, Handy Backup contains an excellent task-oriented help system. Help files offer clear, step-by-step instructions and troubleshooting tips. The language is easy to understand and the help information is well organized so the answers can be found fast.

Universality

Handy Backup is designed to backup all types of data, which are searched automatically, never asking you to point out the data location. The user has to do as little as to specify the data to be backed up and the program will do the rest.

The application works with most types of storage devices including external or internal hard drives, removable media, CD/DVD disks, as well as local networks, remote servers and Amazon S3 service which allows users to retrieve their data anytime anywhere.

Backup tasks can be scheduled and run automatically on both one-off and regular basis. To fit users' needs the schedule can be easily modified. The program keeps users informed via e-mail as to how the backup process is going and if it is complete yet.

Supplementary data handling tools

The use of Zip compression allows to considerably reduce both storage space and online time while running a backup to a remote server. The user can modify both the type of compression parameters and the level of compression.

To protect data from unauthorized access, strong 128-bit blowfish encryption algorithm is used. This is one of the most advanced Internet backup encryption methods. Files, encrypted with Handy Backup, will never be decrypted without a unique password and Handy Backup.

To keep files and folders, included into a backup copy, identical to their sources, Handy Backup provides a synchronization feature. Synchronization can be performed between all known storage devices, remote servers, within LANs etc.

Online backup

To solve the problem of personal online storage space, users can take advantage of Handy Backup Online Service. This service allows archiving files of any format to the Internet servers, located in a secured shelter fully protected against natural and technological disasters, as well as against any unforeseen events.

Enriched functionality

Additional upgrades considerably enlarge the functionality of the program. The Backup to DVD feature allows saving large amounts of data to a single disk; Secure FTP (SFTP) support ensures full protection of backed up data while transferring them; Windows service mode provides the opportunity to completely automate backup operations and run them without any human intervention. All the upgrades are available to the owners of the base version on the product website: http://www.handybackup.net.

Multilanguage support

Starting with version 5.4 Handy Backup supports not only English but other languages. In the future the number of languages provided by default will be increased. In addition, users are encouraged to create their own language interfaces. This was made possible due to the appearance of the new language configuration system that now relies on xml-files including all texts displayed in the program. These files are easy to modify, so computer users of all levels could make particular translations of Handy Backup using Notepad or any other text editor. To learn how to translate Handy Backup, see How to create different language versions of Handy Backup.

Always up-to-date

Novosoft developers constantly work on improving Handy Backup software to make it an ideal tool for trouble-free backups. We always take into consideration users' recommendations to find out if any improvements and modifications are needed.

Watch the product website at http://www.handybackup.net for updates!

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Third-Party Binaries

Handy Backup contains unsigned executable files and libraries critical for the core functionality. These files are included into the program's installation and can be freely distributed. You can find their list below:

File	File Author	Author Contact (email address)
mfc80.dll mfc80u.dll msvcp80.dll msvcr80.dll esebcli2.dll	Microsoft Corporation	
zlibwapi.dll	Jean-loup Gailly and Mark Adler	jloup@gzip.org madler@alumni.caltech.edu
StarBurn.dll	Rocket Division Software LTD	info@rocketdivision.com support@rocketdivision.com
WnASPI32.dll	FrontBack LLC	support@Net-Burner.com
Makensis.exe	Nullsoft, Inc.	noreply@sourceforge.net kichik@users.sourceforge.net
libeay32.dll	Eric Young (eay@cryptsoft.com) Tim Hudson (tjh@cryptsoft.com)	openssl-core@openssl.org
ACE.DLL TAO.DLL TAO_AnyTypeCode.dll TAO_CodecFactory.dll TAO_Codeset.dll TAO_CosNaming.dll TAO_CosNaming_Serv.dll TAO_CosNaming_skel.dll TAO_IORTable.dll TAO_Messaging.dll TAO_PI.dll TAO_PortableServer.dll TAO_Svc_Utils.dll TAO_Valuetype.dll	Douglas C. Schmidt	d.schmidt@vanderbilt.edu

Note: Publication of the above list is a requirement for the Microsoft "Works with Windows Server 2008" certification program.

End User License Agreement

Handy Backup is copyrighted and licensed software, so please read carefully the Handy Backup License Agreement

Novosoft Handy Backup End User License Agreement

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Technical Support Contacts

Users of Handy Backup are entitled to free technical support from Novosoft. If you experience any problems installing or using our software that you can't solve by using this manual, or have any questions or suggestions, please contact Technical Support.

For registered users:

- Free technical support by email.
- We guarantee response time - 2 business days
- Patches, fixes, extended help and other related information.
- registered@handybackup.net

For unregistered users:

- Limited technical support by email.
- Response time - 3 business days
- support@handybackup.net

To make sure that our support response letter is not deleted by spam filters, don't forget to add registered@handybackup.net or support@handybackup.net to your email address book.

You can also contact us via instant messengers or phone to receive instant response (we are at GMT+6, EST +11):

ICQ: 486-152-064

Twitter: NovosoftSupport

Windows Live (MSN): support@novosoft.net

Skype: NovosoftHelp

+7 (383) 330-3469
+1 (707) 703-1311

Also you can use our online feedback form which is available at http://www.handybackup.net/support.shtml.

Before sending a message to our Support Team, please download and install the latest build of the Handy Backup. It is highly possible that your problem has been fixed already. Please close the Handy Backup agent and the program before installation. The program can be downloaded at http://www.handybackup.net/download.shtml free of charge.

When sending a support request, please include the following information in it:

If the program is running:

- The backup software version and build date
- Your Windows version, build and the service pack number
- Please describe as precisely as you can what you were doing before the error occurred
- Please describe (or send us some screenshots with) the settings of the task on which the error occurred.
- The log file will also be appreciated. To get the log file, simply right-click on the lowest pane, click on save file, and send us the file.

If the program does not run:

- The backup software version and build date
- Your Windows version, build and the service pack number
- Please describe (or send us a screenshot with) the error message

Getting Started

- Handy Backup Installation
  - Updating Handy Backup from Earlier Versions
- System Requirements
- First Start
- Registration
- Uninstalling

Handy Backup Installation

Handy Backup can be downloaded in the Download section free of charge. The installation file is common for all editions of the program, including Handy Backup Server. Before you install Handy Backup, make sure that your user account has administrative rights on the computer.

To install Handy Backup or Handy Backup Server on your computer, follow these steps:

1. Launch Handy Backup installation file (handybackup_setup.msi).

Note: Some users experience problems with launching the Microsoft Windows Installer (MSI) files. The support for MSI files depends on your OS and the version of Windows Installer used in your system.

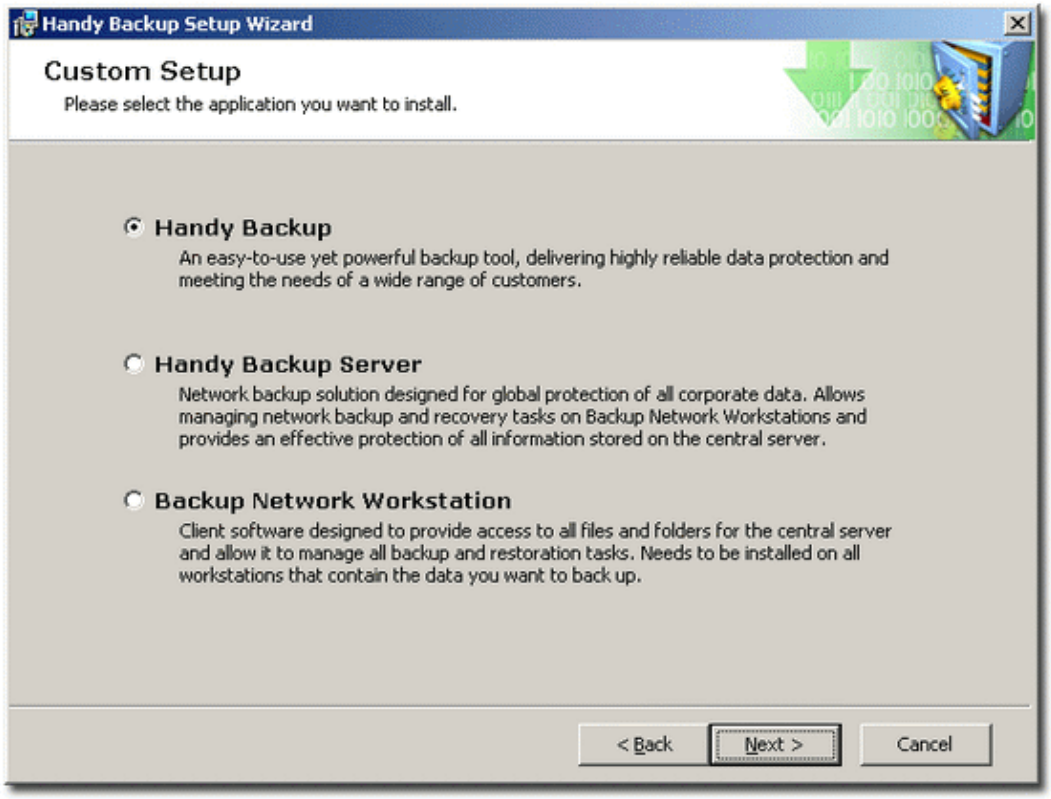
If Windows Explorer claims that nothing is assigned to the .MSI extension, try one of the following things:

- In Start menu, click Run , type msiexec.exe /i , and then browse for handybackup_setup.msi. The concluding command should look like this:

  msiexec.exe /i C:\Downloads\handybackup_setup.msi

- Install the latest version of Windows Installer from the Windows update website http://windowsupdate.microsoft.com

2. When the Handy Backup Setup Wizard opens, click Next.
3. Read the license agreement, and then click Next. The application selection window will open.


Handy Backup Setup Wizard
Custom Setup
Please select the application you want to install.
Handy Backup
An easy-to-use yet powerful backup tool, delivering highly reliable data protection and meeting the needs of a wide range of customers.
Handy Backup Server
Network backup solution designed for global protection of all corporate data. Allows managing network backup and recovery tasks on Backup Network Workstations and provides an effective protection of all information stored on the central server.
Backup Network Workstation
Client software designed to provide access to all files and folders for the central server and allow it to manage all backup and restoration tasks. Needs to be installed on all workstations that contain the data you want to back up.
< Back
Next >
Cancel

4. Select the application you want to install.

Select **Handy Backup** to install local version of the program. This option is common for all Handy Backup editions: Handy Backup Standard, Handy Backup Professional and Handy Backup Full. Select **Handy Backup Server** to install server edition of Handy Backup, or **Backup Network Workstation** to install backup workstations. For more details on installing Handy Backup Server, please refer to Installation of Handy Backup Server.

5. Click **Next.**
6. Select the destination folder for installation, and then click **Next.**
7. Click **Install.**

Handy Backup will be installed on your computer. The program doesn t require a reboot, so you can run it right after the installation is finished.

8. Check **Run Handy Backup** to launch the application after finishing the installation. Check **Show Readme** if you would like to see the full list of features. Click **Finish**.

Updating from Earlier Versions

Handy Backup is constantly developing to keep in step with the evolving computer technologies. The latest version of the program is always available for download in the Download section. To update Handy Backup and preserve all scheduled and finished tasks, you need to uninstall older version and install a new one. Follow these steps:

1. Close the application.
    1. On the **File** menu, click **Exit**, or right-click the Handy Backup Agent in system tray, and then click **Exit**. The agent icon will disappear.
2. In Start menu, select All Programs -> Handy Backup -> Uninstall Handy Backup, or in Control Panel, open **Change or Remove Programs**, select Handy Backup, and then click **Change/Remove.**
3. Click **Yes** when a warning window appears
    1. If you are upgrading from Handy Backup version 5.8 or lower, the application will allow you to select if you want to remove registration information, tasks and logs, and settings. Do not check any boxes. For version 6.0 or higher, this data will be kept in your system automatically
4. (In versions 5.8 and lower) Click **Uninstall.**
    1. Handy Backup will be removed from your system.
5. Install the new version of Handy Backup. It will retain all tasks and settings of the old version.

For more details on installation, refer to Handy Backup Installation.

System Requirements

Handy Backup is not a resource-consuming utility and has a very moderate list of system requirements.

Windows operating systems:

- Windows 2000 Professional/Server
- Windows 2003 Server/Standard/Web/Enterprise
- Windows XP Home/Professional
- Windows Vista Home Basic/Home Premium/Business/Enterprise/Ultimate
- Windows 2008 Server
- Windows 7
- Windows 2011 Server

Handy Backup carries multiple certification logos: **Works with Windows Vista** , "**Certified for Windows Vista**", "**Works with Windows Server 2008**" and other which ensure that the program has been tested by Microsoft® and proven to be compatible with PCs running various Windows operating systems.

Available hard disk space:

- Approximately 19MB for Handy Backup
- Approximately 25MB for Handy Backup Server
- Approximately 8MB for Backup Network Workstation
- Approximately 29MB for Handy Backup Web Access (not including JRE)

Hardware requirements:

- 256MB RAM or more
- CPU: Pentium 300 MHz or higher
- Mouse (recommended)

Supported files systems:

- FAT16
- FAT16X
- FAT32
- FAT32X
- NTFS
- Any other file systems when performing sector-level copying (HDD imaging)
- Any other file systems accessible when Handy Backup is launched on a different OS under Wine

Supported Storage Media

- Local hard disk drives
- External hard disk drives
- USB 1.0 / 2.0, FireWire (IEEE-1394) drives
- Floppy Disks, CD-R/RW, DVD±R/RW, Blu-Ray, HD DVD
- ZIP®, JAZ®, MO® and other removable media

- Flash USB memory drives
- Local Area Network drives
- Remote FTP/SFTP servers
- Remote Backup Service*
- Amazon S3

Remote Backup Service provides the most reliable way to protect your data by storing it on remote servers located in our secured underground shelters. To learn more about Novosoft Remote Backup Service, please visit http://www.remotedatabackup.net.

First Start

First time you run Handy Backup, a welcome dialogue will be displayed.

Handy Backup
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
You have been using Handy Backup for 0 days.
Your trial period will expire in 29 days. When the trial period is over, the program will stop working and your data will remain unprotected.
Register Handy Backup now, and get:
- Lifelong license for this version of Handy Backup
- Free unlimited support by e-mail or phone
- Discounted upgrades and plug-ins
- and much more
If you have any questions about registration, please contact us at support@handybackup.net. We will be happy to help you.
Click "How to register..." below to read instructions on our website.
How to register...
Continue trial

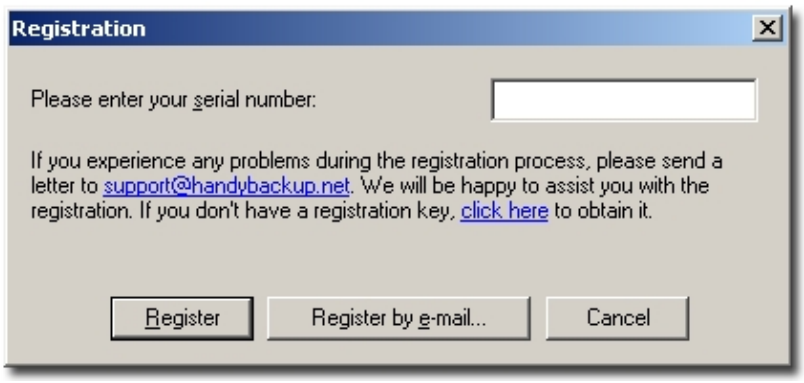
The application will offer to start a trial period. The trial period is necessary to begin working with the program. However, you may register the application any time within or after 30 days of the trial period.

Registration

Handy Backup is a shareware. During the trial period you can enjoy all of its features including additional upgrades. But when the trial period expires the program must be registered. Handy Backup can be registered in two ways: online (requires Internet connection) or via e-mail.

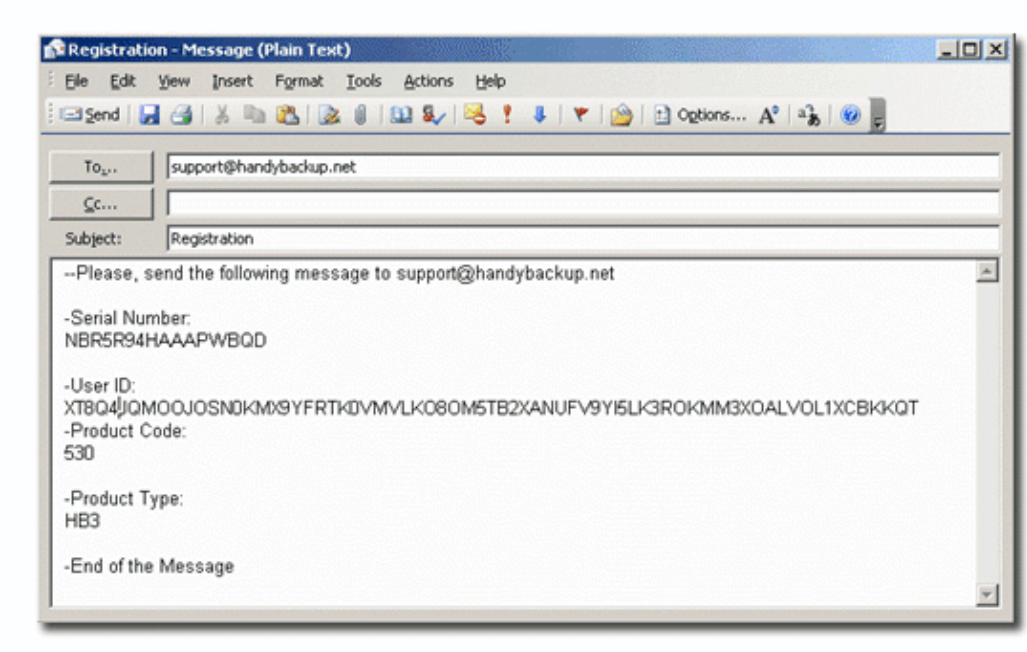
To register Handy Backup, follow these steps:

1. On the **Help** menu click **Enter your serial number**, or click the **Register now**! button on the program toolbar. A registration window will appear


Registration
Please enter your serial number:
If you experience any problems during the registration process, please send a letter to support@handybackup.net. We will be happy to assist you with the registration. If you don't have a registration key, click here to obtain it.
Register
Register by e-mail...
Cancel

2. Enter your serial number. If you are connected to the Internet, click **Register**. Otherwise, click **Register by e-mail**.

If you choose registration by e-mail, the application will generate a message with all necessary information and open it in your default e-mail client. If you don t have an e-mail client, the registration information will be displayed in a new dialog window. You will need to send this information to support@handybackup.net. Upon receipt, we will send you a ZIP archive with a registration file. To complete the registration, you will need to extract it and open it on your computer.



Note: The registration e-mail contains strict information about the computer where your Handy Backup copy is installed. This information is essential for the process of registration, and will not be given away. The application is registered to a specific computer and cannot be used on other machines, so the file sent in return can be applied to your computer only. If you decide to purchase a new computer and want to continue using our program, you will need to send your registration key to our support team and we will either extend your current license to be fully functional on new hardware or send you a new registration key

If you experience any problems while registering your copy of Handy Backup, please send a letter to support@handybackup.net. We will be happy to assist you with the registration

Checking the registration

- To check the registration status, click the **Help** menu, and then click **About Handy Backup.**

If you are using a registered version of the product, you will see your license number.

Uninstalling

To uninstall Handy Backup, follow these steps:

1. Close the application.

On the **File** menu, click **Exit**, or right-click the Handy Backup Agent in system tray, and then click **Exit**. The agent icon will disappear.

2. In Start menu, select All Programs -> Handy Backup -> Uninstall Handy Backup, or in Control Panel, open **Change or Remove Programs**, select Handy Backup, and then click **Change/Remove**.
3. Click **Yes** when a warning window appears.
4. Check the desired boxes to select components to be removed with the application, and then click **Uninstall**.

Handy Backup Basics

- Operation Types
    1. Backup
    2. Restore
    3. Synchronization
- Tasks
    1. Creating New Task
    2. Modifying Task
    3. Duplicating Task
    4. Running Task
    5. Stopping Task
    6. Deleting Task

Operation Types

Handy Backup allows you to perform three types of operations: backup, restore and synchronization.

Backup

Backup task is the most frequently used type of operation. It is used to copy your important data to another storage location. If files at the original location happen to get corrupted or deleted, you will be able to restore them from their backup copies. Handy Backup features three types of backup:

- **Full backup** — the program copies all selected data to the destination folder each time the backup task is executed;
- **Incremental backup** — the program checks for changes in file sizes or modification times since the previous backup, and copies only those files that have been altered. Advantages of this backup type are quite obvious: fewer amounts of data to operate with and noticeably less time to perform the operation.
- **Differential backup** — the program checks for changes in file sizes or modification times since the Full backup, and copies only parts of files that have been altered, on byte level. This is greatly useful for backing up databases and disk images.

Handy Backup supports two principal backup technologies: files-based backup and image-based backup. While files-based backup can be used to copy data represented in the file system as separate files only, image-based backup allows you to perform physical duplicating of your disk and create drive images that contain all system data. To learn more about image-based backup, refer to Image Backup.

Note: If you select incremental or differential backup when backing up for the first time, the program will perform a full backup. The next time you will launch the task, it will back up only changes.

Restore

Restore task is used for restoring data from a backup copy if the original data is for some reason lost or corrupted. Handy Backup can perform two types of restore:

- **Full restore** — the program will restore the whole data set each time the restore task is executed;
- **Incremental restore** — the program checks for changes in file sizes or modification times since the previous restore, and restores only those files that have been altered.

Handy Backup allows you to restore your data to their original locations, or select any different local or network location.

Synchronization

Synchronization task is used to sync files between two different locations (for example, your home and office machine). You can also synchronize data with a remote FTP server. Handy Backup can perform three types of synchronization:

- **Copying from the first folder to the second** the program copies files/folders from the first folder to the second;
- **Copying from the second folder to the first** the program copies files/folders from the second folder to the first;
- **Mirroring both folders** the program makes contents of both folders identical.

Synchronization task has several options that allow specifying files priorities, using file masks for files selection, etc.

Operation Types

Handy Backup allows you to perform three types of operations: backup, restore and synchronization.

Backup

Backup task is the most frequently used type of operation. It is used to copy your important data to another storage location. If files at the original location happen to get corrupted or deleted, you will be able to restore them from their backup copies. Handy Backup features three types of backup:

- **Full backup** — the program copies all selected data to the destination folder each time the backup task is executed;
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Tasks

Handy Backup organizes data in tasks. To backup, restore or synchronize your data, you have to create a task with the help of the **New Task Wizard**. All tasks have five common parameters:

- Type of operation: backup, restore, or synchronization;
- Set of folders and files to process;
- Scheduling - when and how often the task must be executed;
- Actions - running external applications before or after task execution;
- Unique task name.

Backup and Restore tasks have several other common options:

- Type of backup/restore;
- Backup/restore destination.

For a backup task there is also a number of specific options, such backup compression, encryption, etc.

All created tasks are shown in the Task View window, and can be easily modified or deleted. There are six operations that are used to manage tasks in Handy Backup:

Creating New Task
Modyfing Task
Duplicating Task
Running Task
Stopping Task
Deleting Task

Creating New Task

New tasks are created with the help of the **New Task Wizard** which can be opened in three ways:

- On the **File** menu, click **New Task**.
- Click the **New Task** button on the program toolbar.
- Right-click in the Task View window to see the shortcut menu, and then click **New Task**.

The **New Task Wizard** works on the step-by-step basis. In the first step you need to select whether you are going to perform backup, restore or synchronization of your data. Backup task can be created in two ways: either using simple Standard mode or switching to more complex Expert mode, recommended for advanced users.

For more details on creating a new task, see Managing data with Handy Backup.

Modifying Task

Viewing or modifying task properties can be done in several ways:

- Double-click the desired task in the Task View window.
- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Properties**.
- Select the desired task in the Task View window, and then click the **Task Properties** button on the program toolbar.
- Select the desired task in the Task View window, click the **File** menu, and then click **Properties**.
- Select the desired task in the Task View window, and then press **ALT-ENTER**.

Task Properties dialog will appear. The window is divided into six (for Restore or Synchronize tasks) or seven (for Backup task) tabs that contain settings assigned during the task creation. Task creation is performed with the help of the **New Task Wizard** and is described in details in Managing data with Handy Backup. The **Actions** tab contains settings that allow performing certain actions before or after executing the task.

- After you have finished the modifications, click **OK**.

Duplicating Task

Duplicating tasks can be useful if you want to create a task very similar to an existing one. For instance, you may want to perform data backup to two different locations at once - duplicating the existing task and changing backup destination can be very time-saving in comparison with creating a new task. Duplicating task can be done in two ways:

- Select the desired task in the Task View window, click the **File** menu, and then click **Duplicate**.
- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Duplicate**.

Each duplicated task will be named *Copy #<number> of <original task name>*. This name can be changed in Task Properties. For more details, see Modifying Task.

Running Task

There are four ways to execute a task:

- If you check **Run now** or **Execute this task immediately** during the task creation in the **New Task Wizard**, it will be executed straight away as you click **Finish**.
- If you specify a schedule for the task, it will be executed automatically at the appointed time.
- Manual execution on demand.
- Execution through the use of the command line.

The first two ways are assigned within the **New Task Wizard** and are described in details in Managing data with Handy Backup. To execute tasks manually you need to perform one of the following actions:

- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Execute**.
- Select the desired task in the Task View window, and then click the Execute Task button on the program toolbar.
- Select the desired task in the Task View window, click the File menu, and then click **Execute**.
- Select the desired task in the Task View window, and then press **CTRL-F5**.

You can also execute one or several tasks through the use of the command line:

- Run Handy Backup Console Client with the **-e &"temp0089.html">Command Line.**

Task status is shown in the Task Window. It may be **Success**, **Error**, **Idle**, **Running**, **Stopped** or **Scheduled**.

Stopping Task

There are several ways to interrupt task execution:

- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Stop**.
- Select the desired task in the Task View window, and then click the Stop Task button on the program toolbar.
- Select the desired task in the Task View window, and then press **ESC**.
- Select the desired task in the Task View window, click the **File** menu, and then click **Stop**.
- Run Handy Backup Console Client with the **-s <tasks>** parameter. To learn more, read Command Line.

Deleting Task

Task deletion can be done in several ways:

- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Delete**.
- Select the desired task in the Task View window, and then click the **Delete Task** button on the program toolbar.
- Select the desired task in the Task View window, and then press **DEL**.
- Select the desired task in the Task View window, click the **File** menu, and then click **Delete**.
- Run Handy Backup Console Client with the **-d <tasks>** parameter. To learn more, read Command Line.

Note: If you delete a task, your files and folders will not be deleted either from their original location, or from their backup location.

Managing Data with Handy Backup

To back up, restore or synchronize your data, a respective task should be created. This is done through the use of the **New Task Wizard** which guides you through the processes of Backup, Restore and Synchronize task creation.

- Backing Up Data
    1. Network Backup
- Restoring Data
    1. Restoring Separate Files and Folders
- Synchronizing Data

Backing Up Data

There are two ways to back up your data. Firstly, you can create a backup task. This is done with the help of the **New Task Wizard** which can be opened in three ways:

- On the **File menu**, click **New Task**.
- Click the **New Task** button on the program toolbar.
- Right-click in the Task View window to see the shortcut menu, and then click **New Task**.

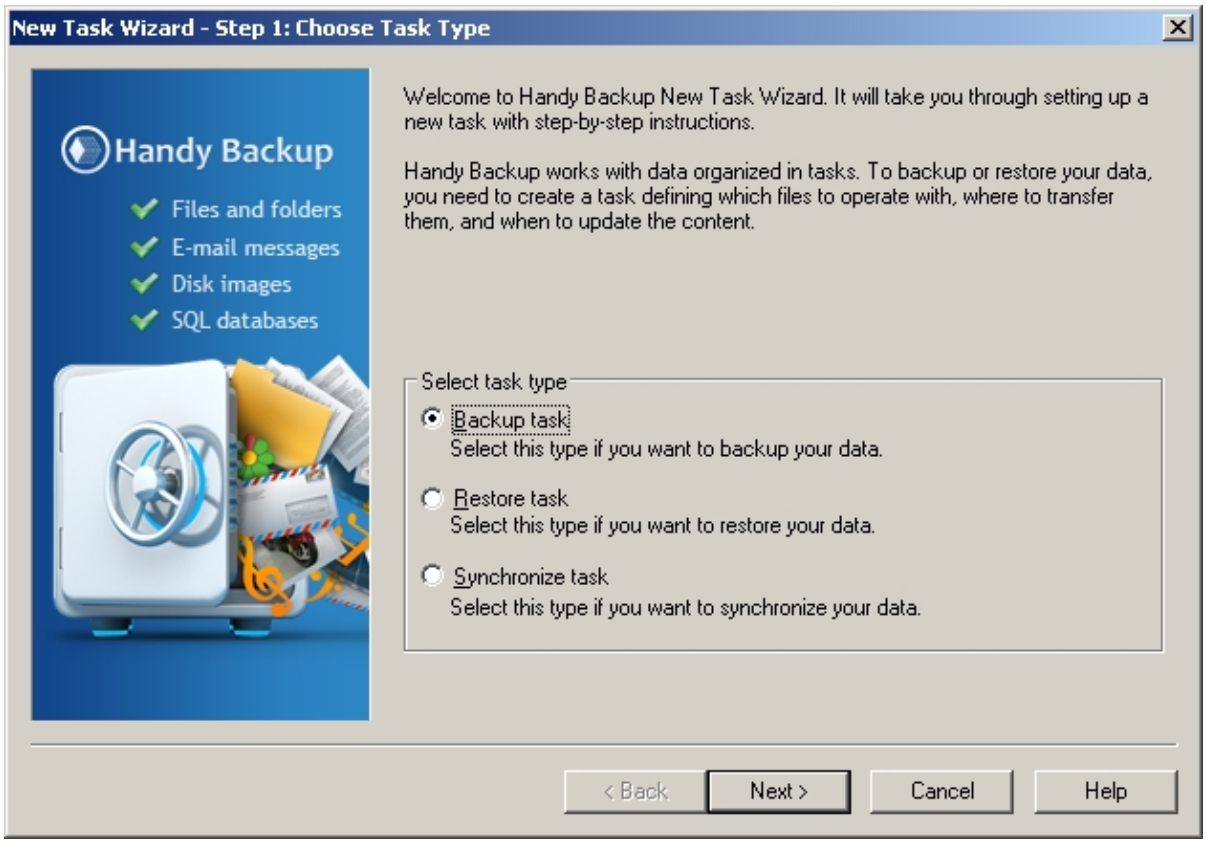
Each time a backup task is executed (manually or on a schedule) all data included into the backup set will be saved. However, if you don t want to back up the whole data set, you can back up any separate file or a set of files included into any existing backup task. To do it, follow these steps:

1. In the Task View window select the task that includes files or folders you want to back up.
2. In the File View window select the needed files and folders with the help of the standard Windows selection methods (use **CTRL** to select a single task, **SHIFT** to select a row of consecutive tasks, etc.).
3. Right-click on any of the selected items to open the shortcut menu, and then click **Backup**.

The files you selected will be backed up to the location specified in the backup task.

Step 1: Choose Task Type

In the first step of the **New Task Wizard** you need to select the type of the task you are going to create:

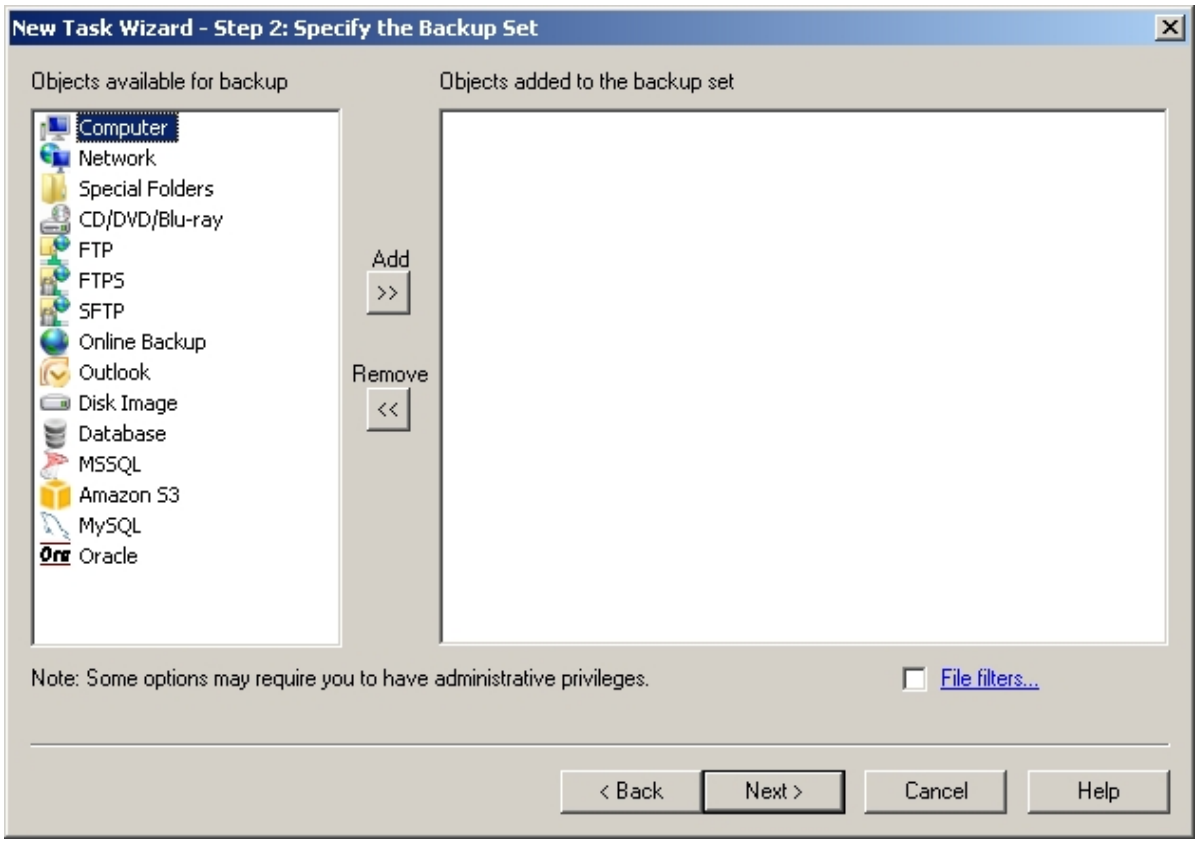

New Task Wizard - Step 1: Choose Task Type
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Welcome to Handy Backup New Task Wizard. It will take you through setting up a new task with step-by-step instructions.
Handy Backup works with data organized in tasks. To backup or restore your data, you need to create a task defining which files to operate with, where to transfer them, and when to update the content.
Select task type
Backup task
Select this type if you want to backup your data.
Restore task
Select this type if you want to restore your data.
Synchronize task
Select this type if you want to synchronize your data.
< Back
Next >
Cancel
Help

- Select **Backup task**, and then click **Next**.

Backup step 2: Specify the Backup Set

In the second step of the New Task Wizard you need to select files/folders to be backed up. To add data to backup set, follow these steps:

1. Select the item that you want to add to the backup set in the left box ("Data available for backup) of this dialogue.

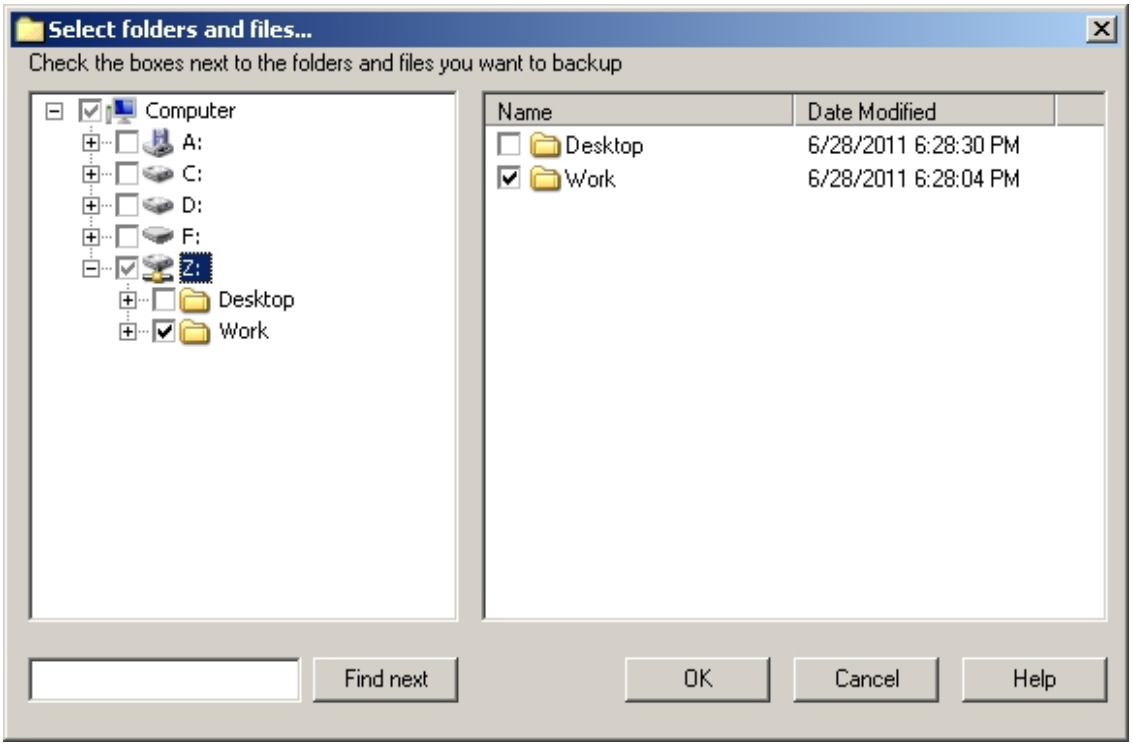


2. Click the **Add** button. You will see the additional options required for this type of data. Please specify them and click **OK**. The selected item will move to the right box.

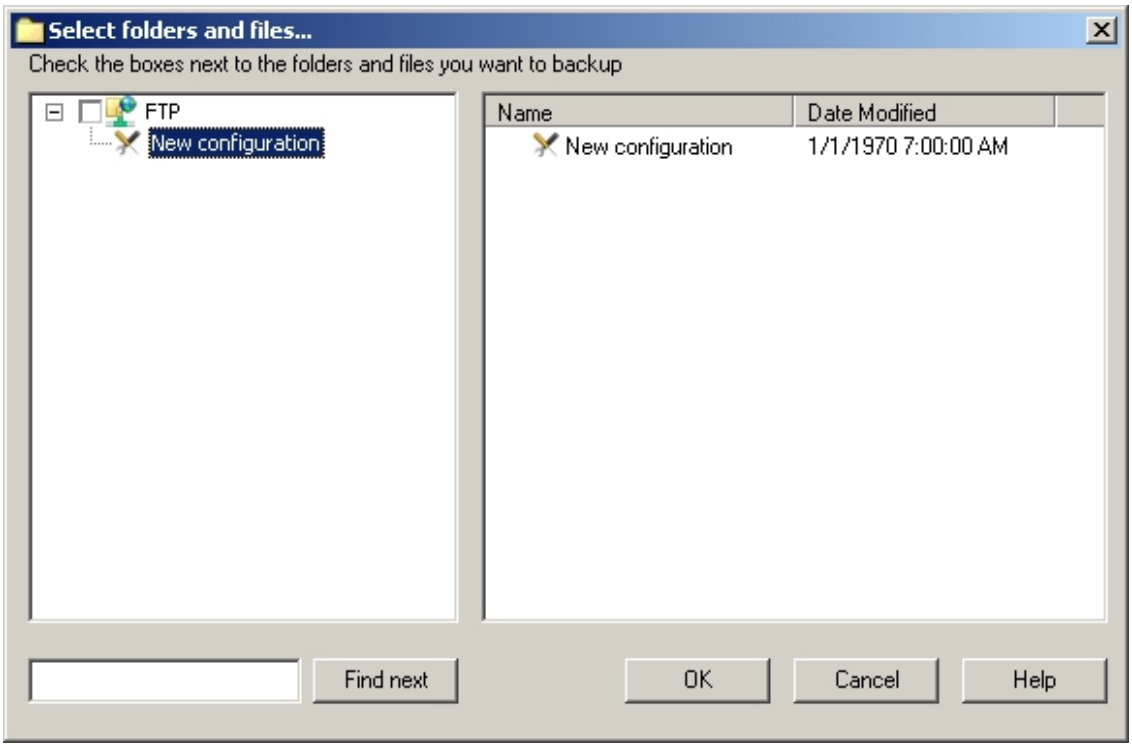
3. When finished click **Next**.

Description of backup items

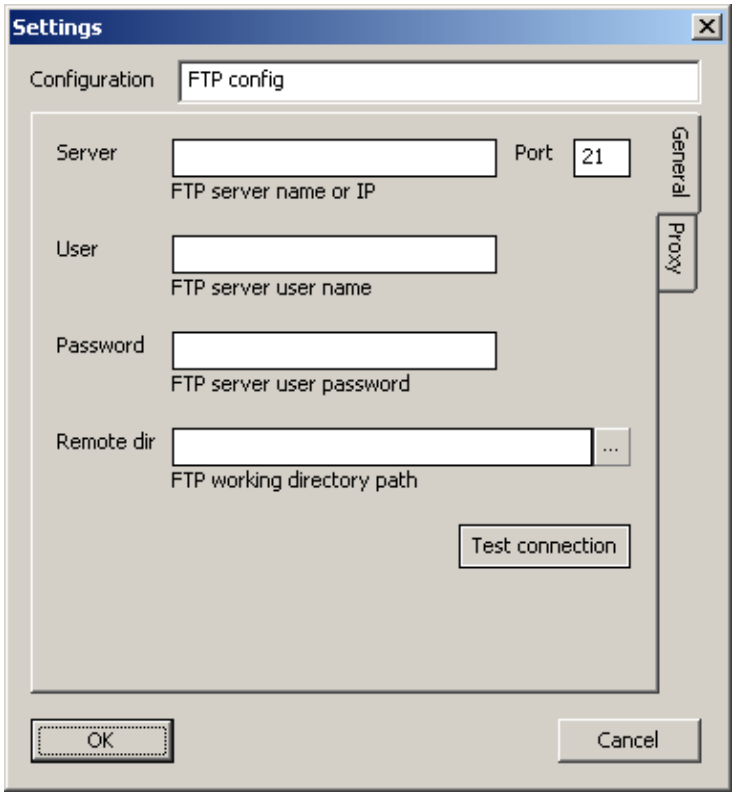
Computer: In the **Browse for Folder** dialog box, select a folder or a whole drive, and then click OK. It will be added to the backup set with all subfolders and files. To exclude any of them from the backup set, expand the tree panel and uncheck the respective boxes. Repeat the procedure to add all needed folders on all hard drives. You can also choose separate files if you don't want to backup a whole folder.



FTP/SFTP/FTPS: If you already have the FTP/SFTP/FTPS configuration, simply browse to the necessary data:



Otherwise create a new configuration: in the **FTP (SFTP/FTPS) Settings**dialog box, specify the FTP/SFTP/FTPS server, enter your login and password and type the path to the home directory. If you cannot do it manually, click the **Browse** button(**:**) and select it in the **Select Folders and Files** dialog box. Click **OK.**



Outlook, User Folders: These items represent explicit program presets, designed to back up data and settings of different popular applications. The application will automatically search for the needed data and add it to the backup set.

Database, Disk Image, MS SQL, MySQL, Oracle: These items are Handy Backup plug-ins, designed to back up databases, perform image backup, etc. For details, refer to Backup Extras.

Amazon S3: This item is a new plugin, presented in Handy Backup 7. It designed for automated backup of data, stored using Amazon Simple Storage Service.

Removing items from the backup set.

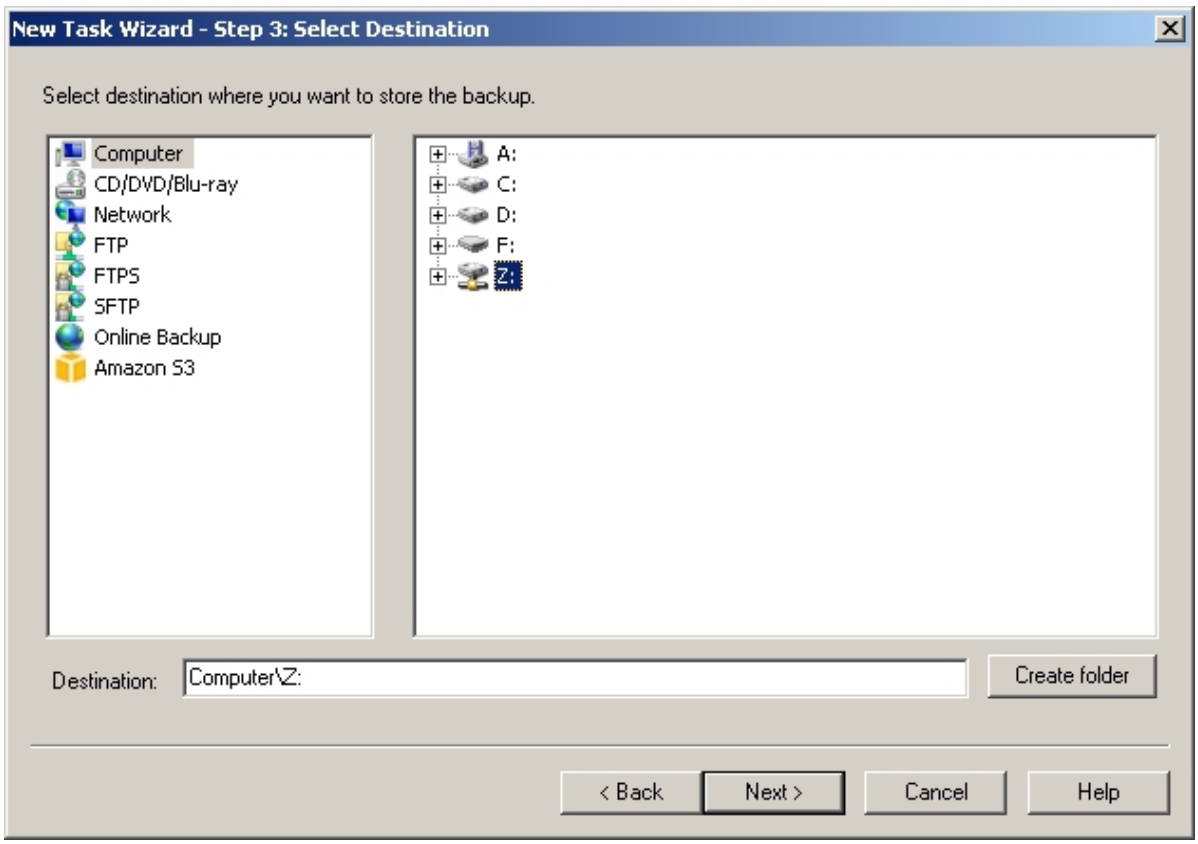
Removing from backup set applies to root items only, i.e. it can't be done to a subitem of other backup item. To exclude subitems (e.g. subfolders and files), use checkboxes. To remove a root item from the backup set, follow these steps:

1. Select the desired item in the **Selected Data For Backup** box.

2. Click the "<<" button.

Backup step 3: Select Destination

In this step of the **New Task Wizard** you need to select a destination folder where your backup will be stored.



- Select the backup destination, and then click **Next button**.

You can choose between seven locations:

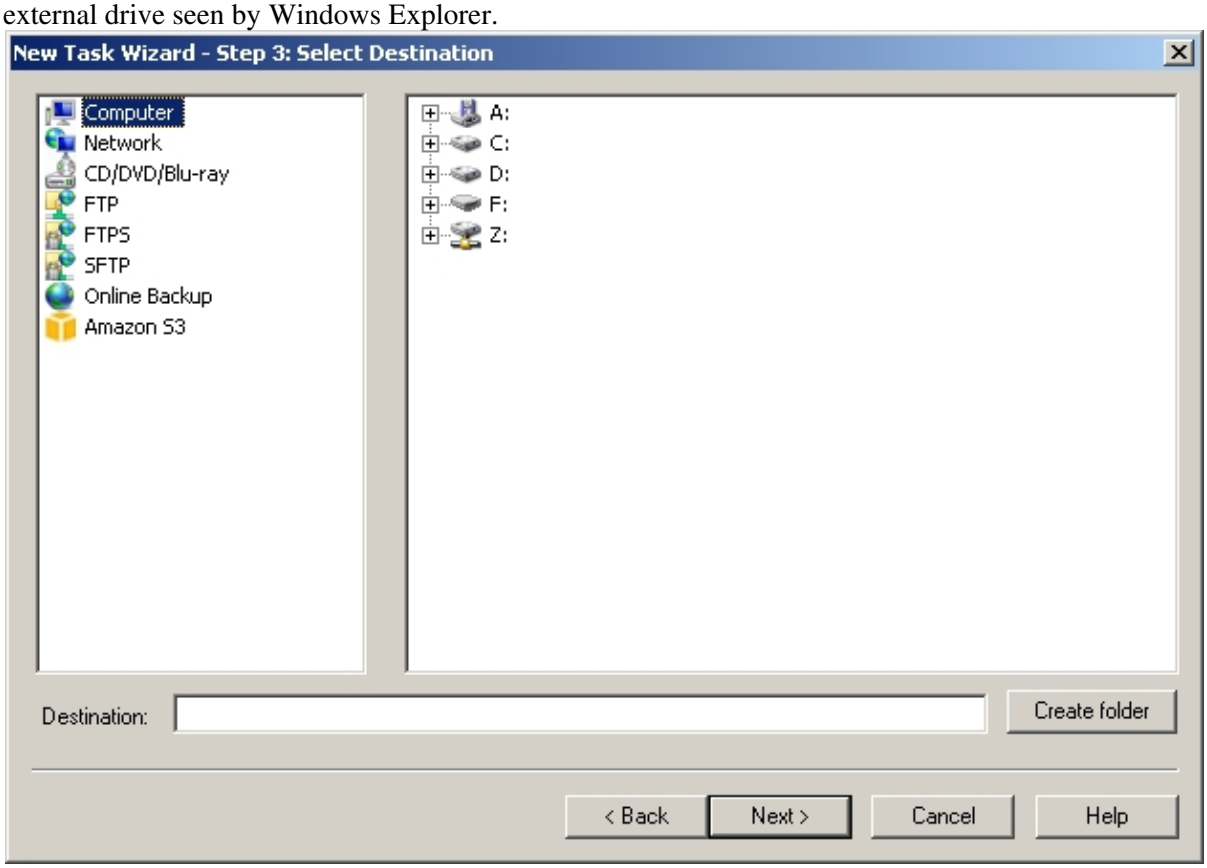
- Local Disk/External HDD/USB Disk/Flash/LAN
- FTP
- SFTP
- FTPS
- CD-R/CD-RW/Blu-Ray/HD-DVD/DVD
- Amazon S3
- Handy Backup Online

These locations are described in details in seven corresponding sections.

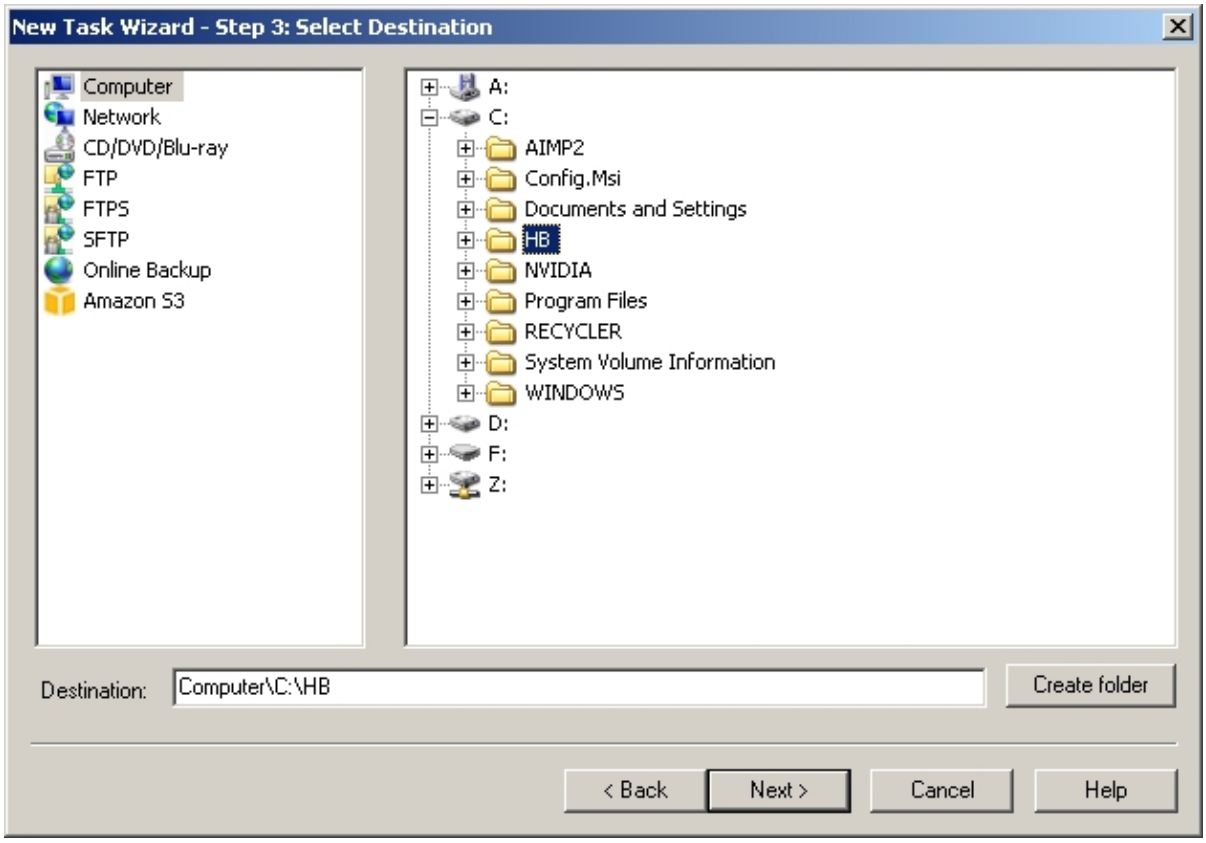
Note: New folder with the same name as the task name will be created. You can change the destination folder by modifying task settings (see Modifying task). When selecting new destinations, make sure that you always have different folders for different tasks. If you select a single destination folder for several backup tasks, you will be able to restore only the last one. The matter is that each successive index file will overwrite the previous index file.

Backup to Local Disk/External HDD/USB Disk/Flash/LAN

- Select **Local Disk/External HDD/USB Disk/Flash/LAN** and click **Add** to back up to any local or external drive seen by Windows Explorer.

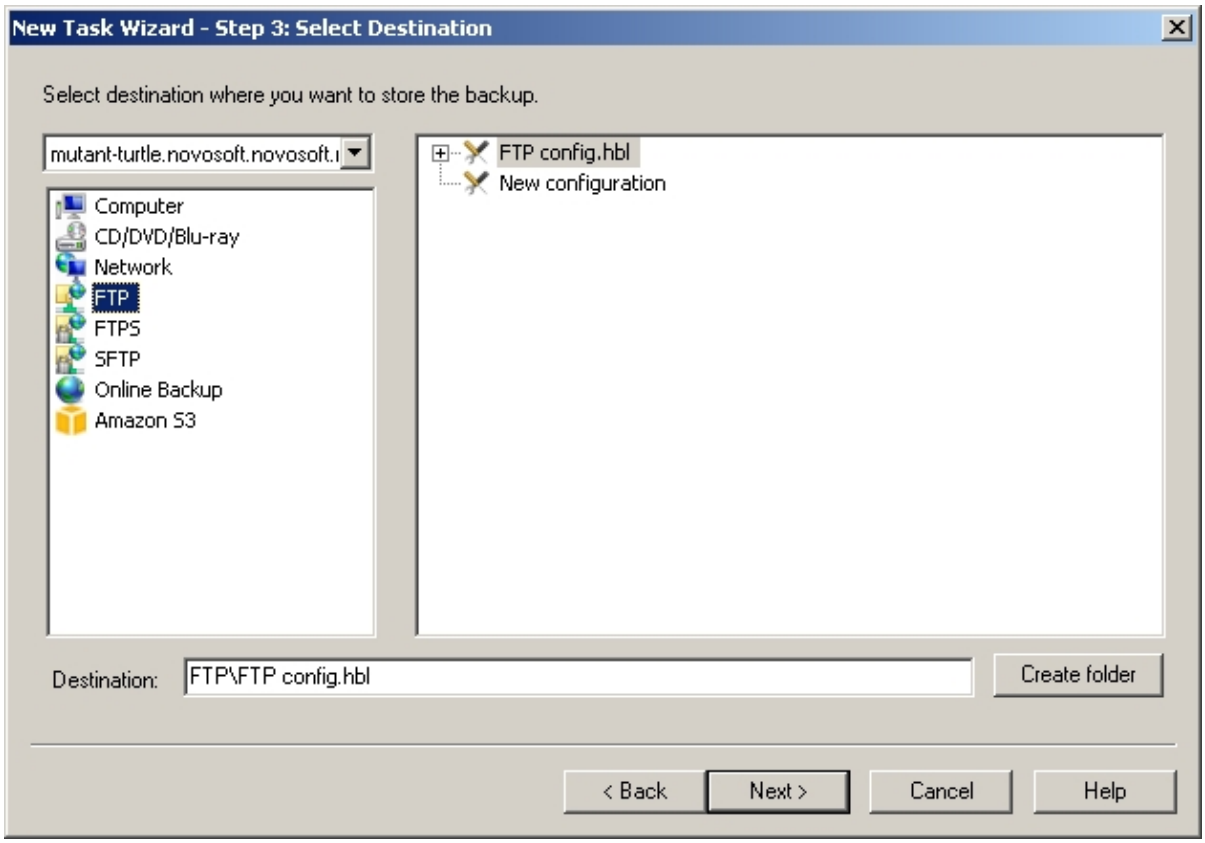


- Browse to the neccessary folder in the left box and check the boxes next to the foles and folders you want to backup


New Task Wizard - Step 3: Select Destination
Computer
Network
CD/DVD/Blu-ray
FTP
FTPS
SFTP
Online Backup
Amazon S3
A:
C:
AIMP2
Config.Msi
Documents and Settings
HB
NVIDIA
Program Files
RECYCLER
System Volume Information
WINDOWS
D:
F:
Z:
Destination:
Computer\C:\HB
Create folder
< Back
Next >
Cancel
Help

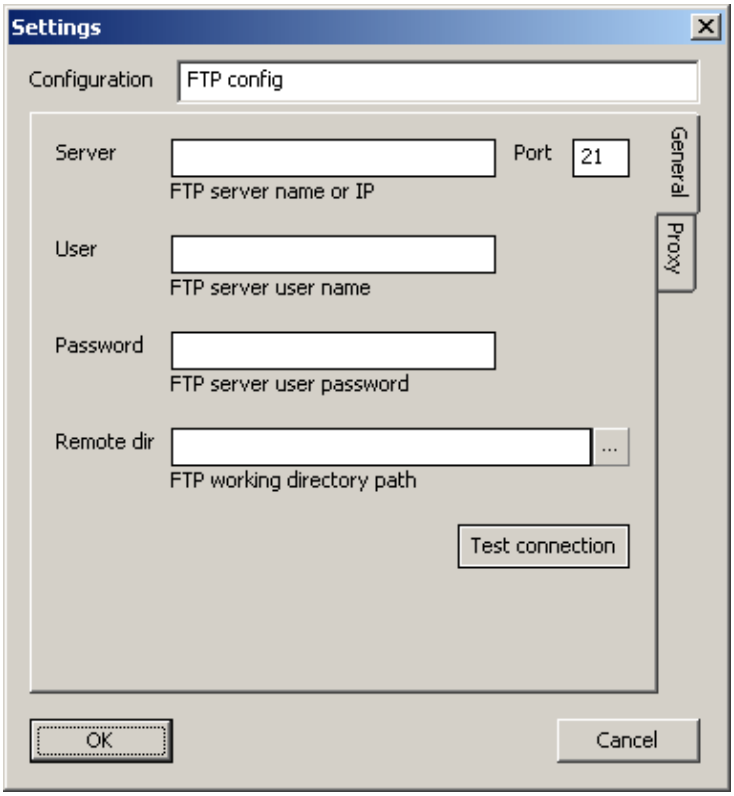
Backup to FTP/SFTP/FTPS

Select **FTP** and to store your backups at a remote FTP server or choose the corresponding option if you want to use FTPS or SFTP - all the further steps will be the same.



If you have already created an FTP/SFTP/FTPS configuration for your remote storage, simply expand it in the right-box, browse to the desired directory and click **Next**.

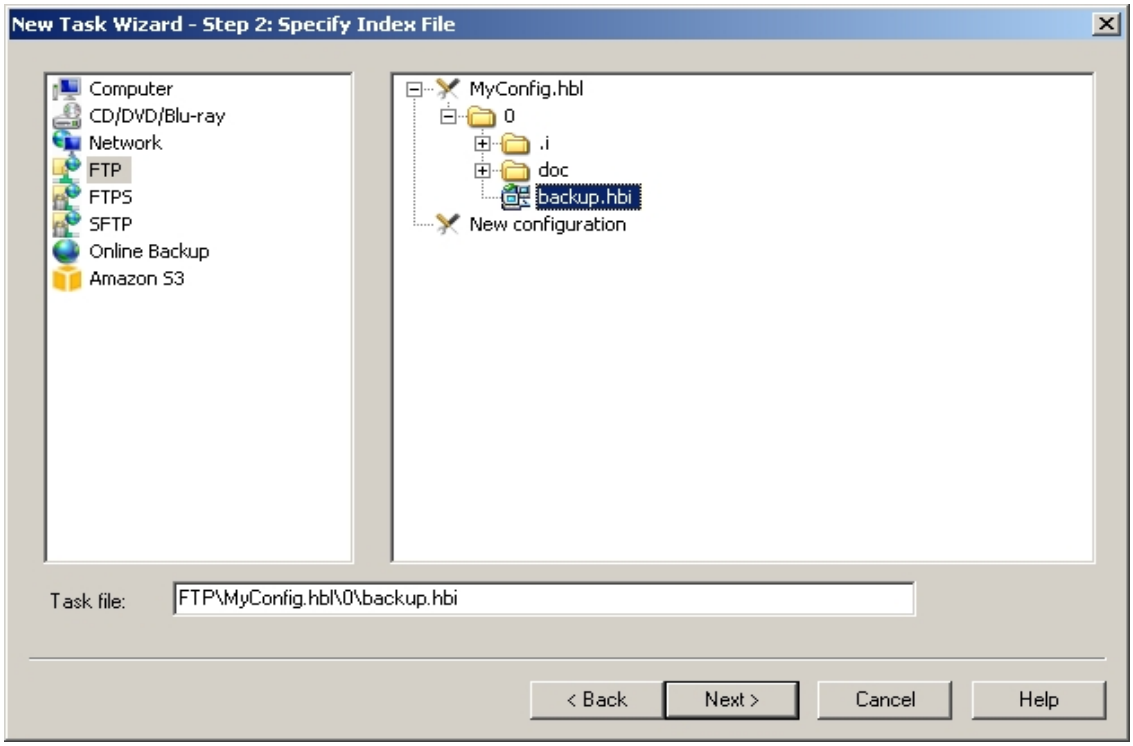
If you don't have an FTP/SFTP/FTPS configuration, double click on **New FTP Configuration** (**New SFTP Configuration/New FTPS Configuration** correspondingly) option in the right box.



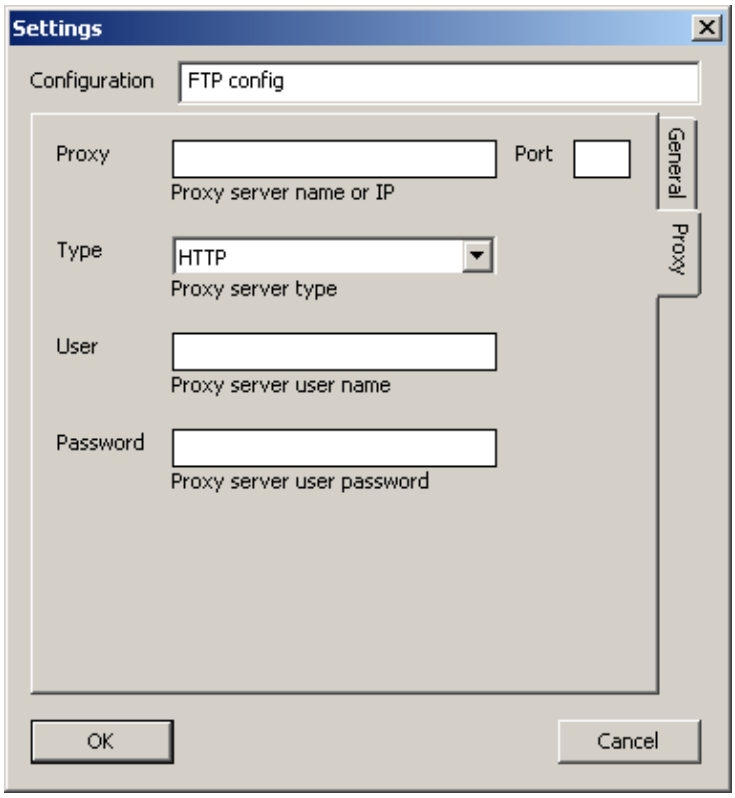
Here you should specify the following options:

To back up to FTP/SFTP/FTPS you will need to specify **Server, Port, User, Password, Location** and **Proxy** settings.

- **Server:** Enter the FTP server name.
- **Port:** Enter the port number. The default value is 21.
- **User:** Enter your FTP user name.
- **Password:** Enter your FTP password.
- **Remote Dir:** Type a path of a remote directory to store your backup to, or click the **Select FTP folder** (**...**) button to select it via the **Select Folders and Files** dialog.



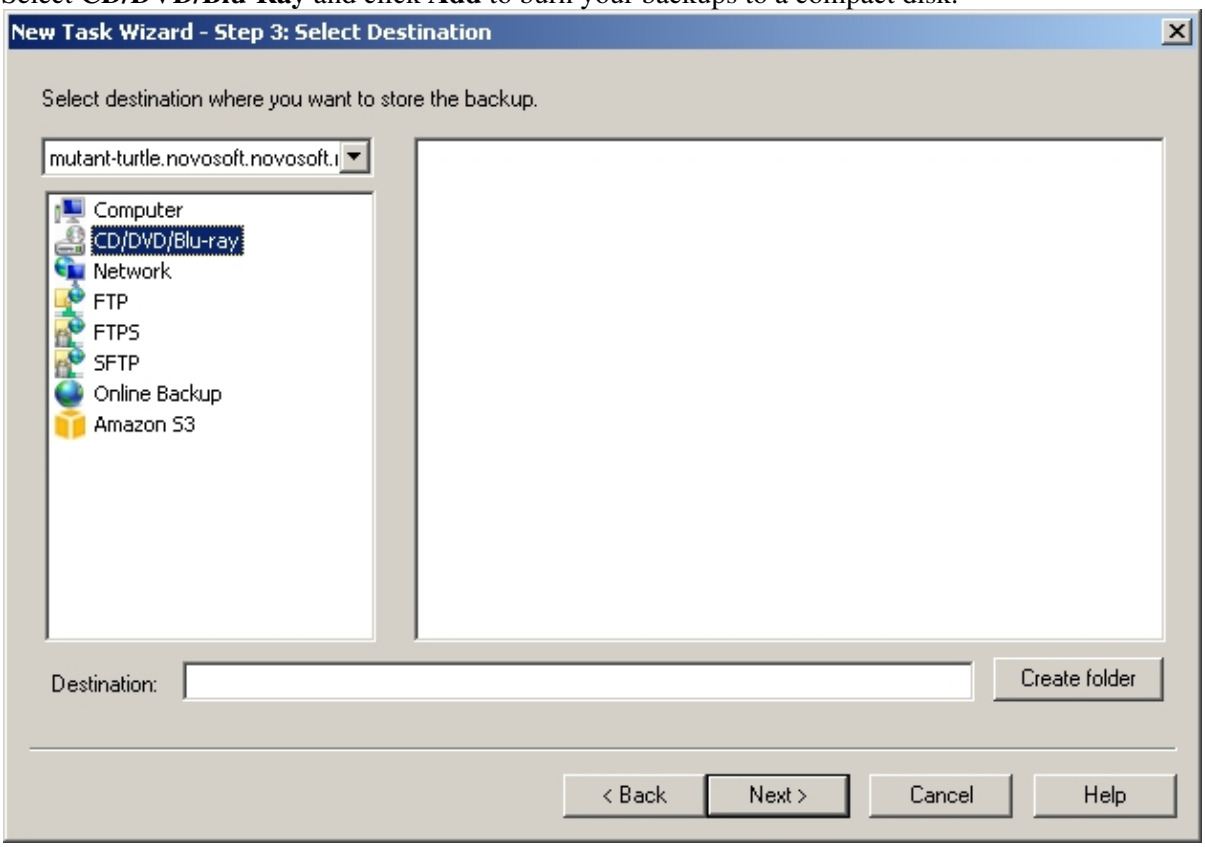
If proxy is required, switch on **Proxy** tab and specify the settings depending on proxy type:



If you don't know the settings for FTP/SFTP/FTPS proxy in your network, contact your system administrator.

Backup to CD-R/CD-RW/Blu-Ray/HD-DVD/DVD

- Select **CD/DVD/Blu-Ray** and click **Add** to burn your backups to a compact disk.



To configure the process of backing up to CD, specify the following options:

- **Device:** Choose your CD/DVD/Blu-Ray device.
- **Folder:** Type the name of the folder where you want to back up your data to. Note that the length of each folder and subfolder must not exceed 64 characters, or contain one of the following characters: * ? : ; .
- **Speed:**Choose the necessary CD recording speed. Lower speed decreases probability of writing errors.
- Check **Enable spanning (split large backups)** to enable data spanning a procedure of splitting backups to fit several discs. This is essential if your backup set requires more space than it is available on a single CD. Files split by this procedure will be named XXXXname, where X is a hexadecimal digit.
- Check **Erase disk before writing** if you need to erase a CD-RW disc before burning the backup.

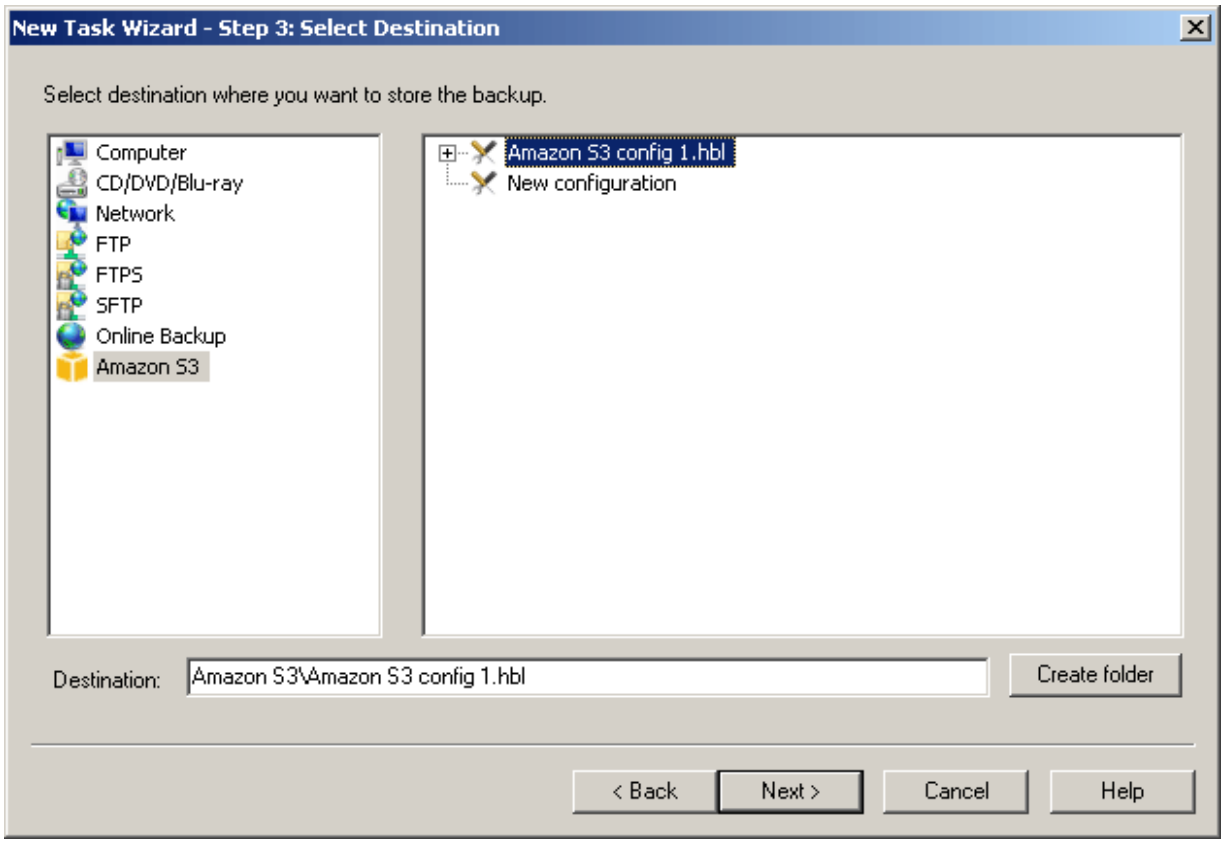
Note: You can either use a blank (brand-new) CD-R/W disc, or erase discs if they were previously formatted with a 3rd party program like DirectCD. Note: If you want to verify the backup after burning you need to check the respective box in General Settings. With this option checked, the application will automatically verify if the data burned on CD/DVD is readable.

Destination - Amazon S3

Choose the **Amazon S3** option if you want to use Amazon Simple Storage Service as a backup storage.

If you already have the Amazon S3 configuration, expand this configuration in the right box.

Otherwise, double click the **New configuration** option.



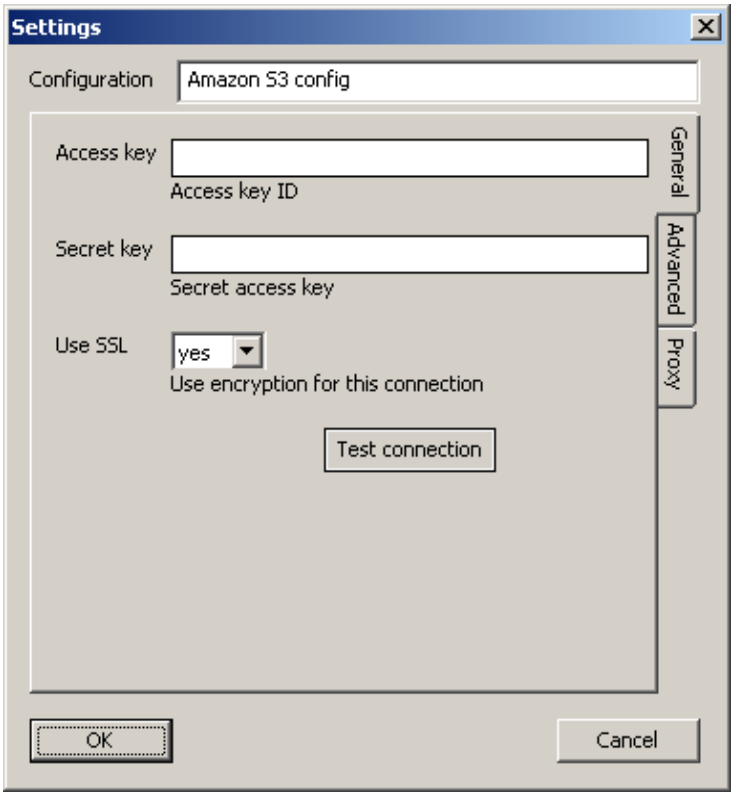
To configure Amazon S3, specify the following options on the **General** tab:

Access Key: Access key ID for your Amazon S3 account

Secret Key: Secret key for your account

Use SSL: Choose **yes** if you want to use the encrypted connection

If you want, you can also set some advanced settings on the **Advanced** tab:



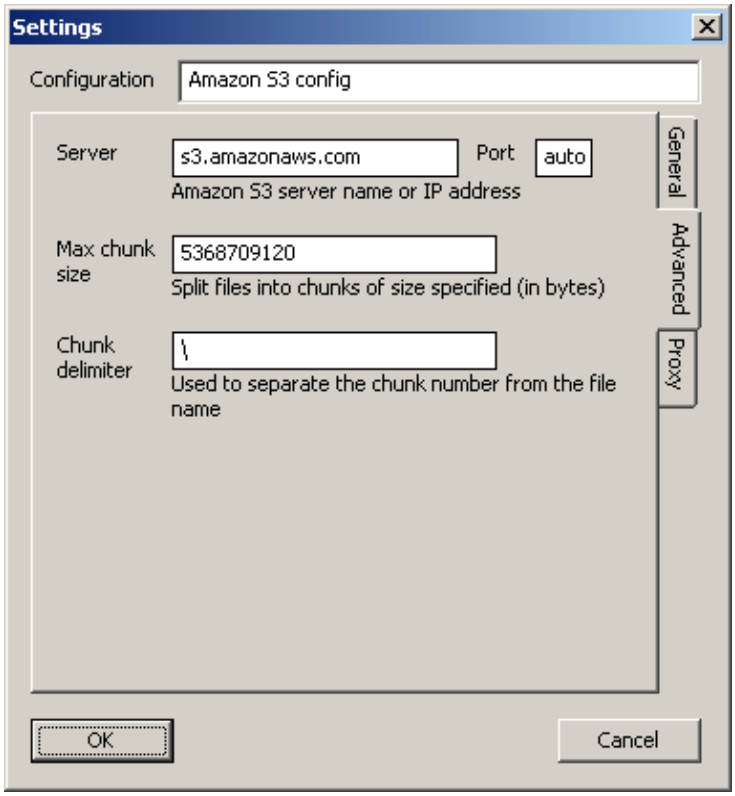
Server: desired Amazon S3 server

Port: Amazon S3 port (chosen automatically by default)

Max Chunk Size: split files into chunks of specified

Chunk delimiter: used to separate chunk number from the file name

If proxy is required, switch on **Proxy** tab and specify the settings depending on proxy type:



Proxy: Type Proxy name or IP

Port: Type proxy port

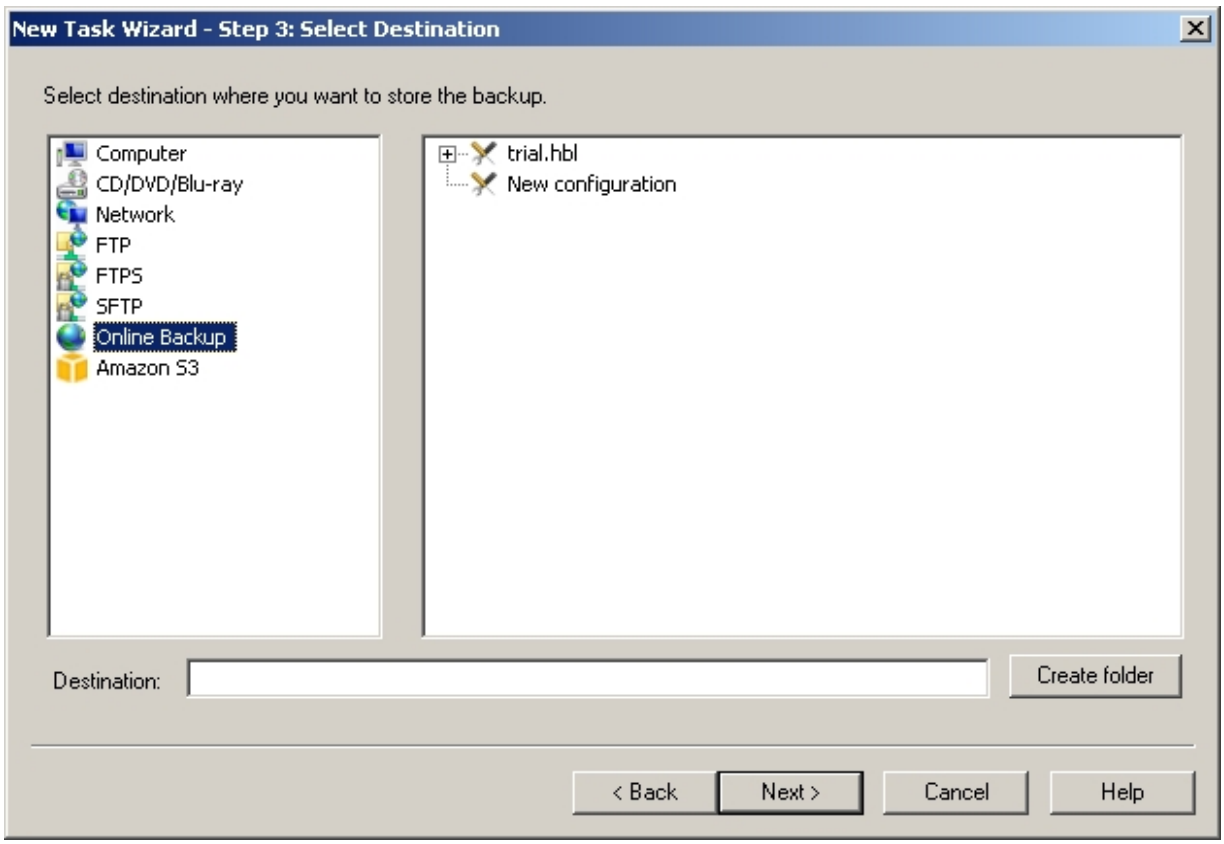
Type: Choose one of the proxy types - HTTP, Socks4, Socks5

User: Type your proxy login (leave this field blank if don't have one)

Password: Type your proxy password (leave this field blank if don't use one).

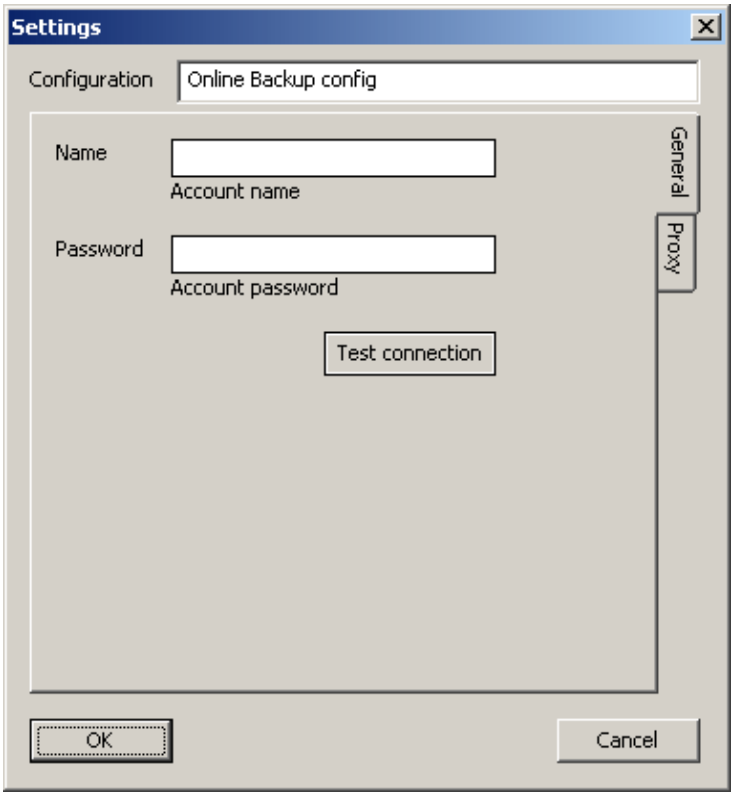
Destination - Online Backup

Select **Online Backup** to store your backups on your Novosoft Remote Backup Service account.



By default, you have the machine trial Novosoft Remote Backup Service account, which you can use for 10 days after Handy Backup installation.

If you already have the Online Backup configuration you can use the existing one. Otherwise create a new configuration.

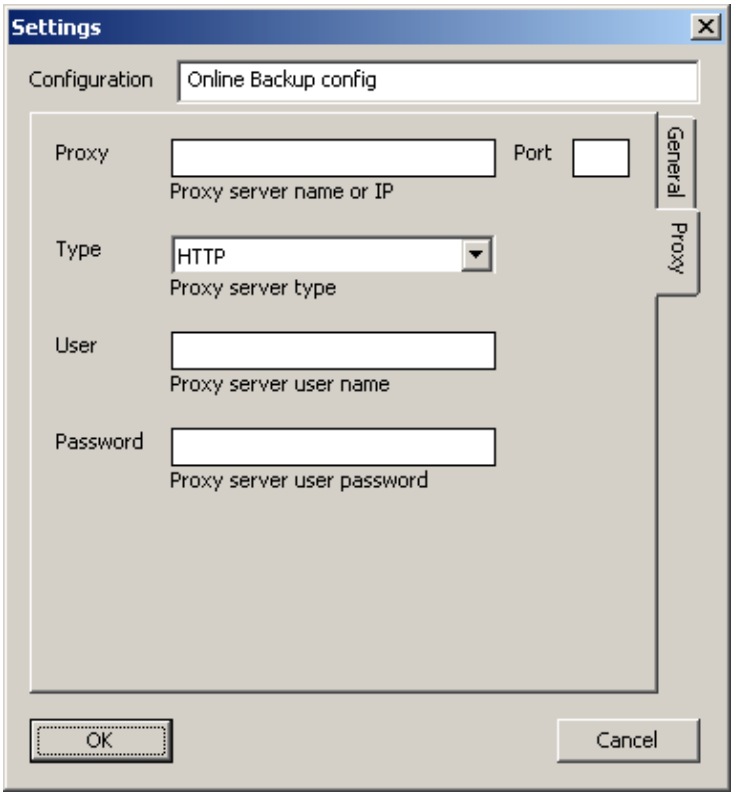


To configure online backup, specify the following options on the **General** tab:

Name: Enter your account name

Password: Enter your password.

If you use proxy server, specify its settings on **Proxy** tab (contact your network administrator if you are not sure):



Proxy: Type Proxy name or IP

Port: Type proxy port

Type: Choose one of the proxy types - HTTP, Socks4, Socks5

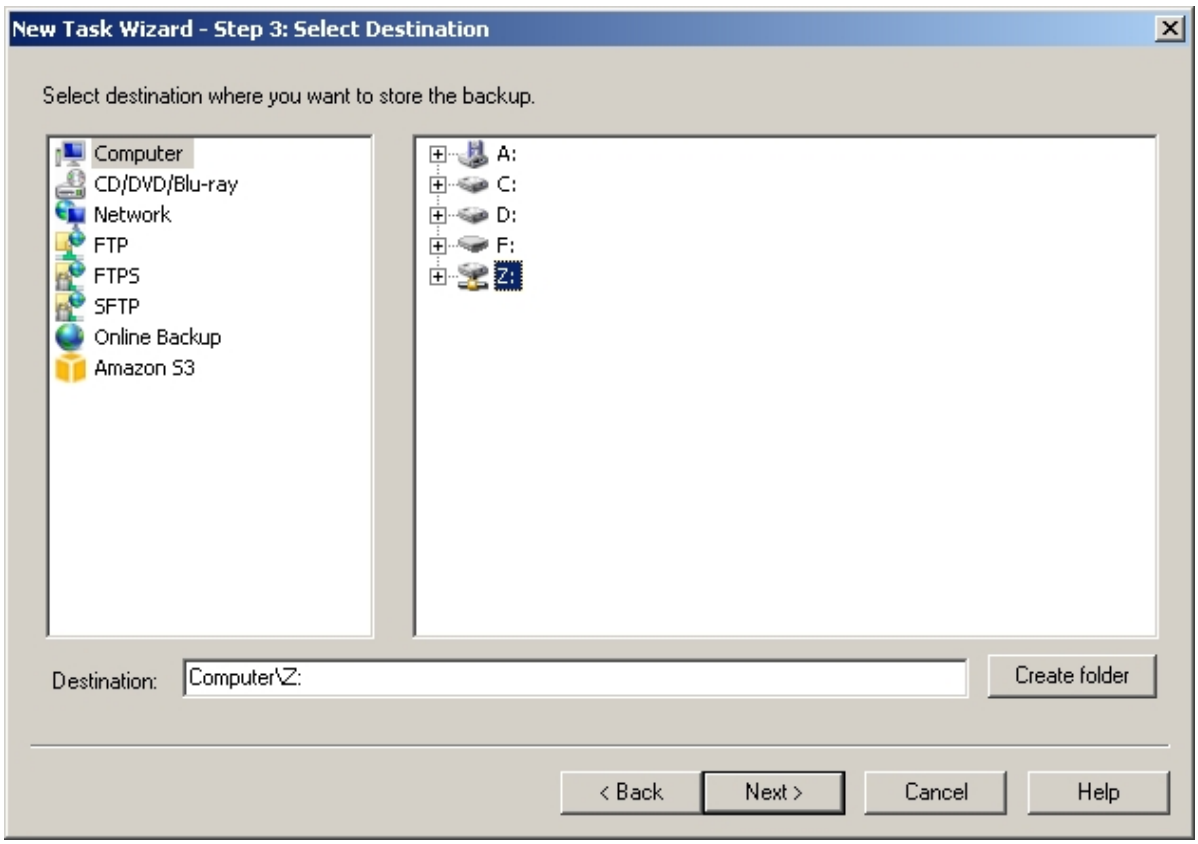
User: Type your proxy login (leave this field blank if don't have one)

Password: Type your proxy password (leave this field blank if don't use one).

All Handy Backup users can use the Backup Online Service by registering a free 100, 200 or 500 Mb account. For users of the trial version of the program this account will be accessible for 10 days. However, if you purchase a Handy Backup license the free account validity period will be extended to 30 days. To register a free trial account, visit http://www.remotedatabackup.net/register-backup-trial.shtml

Backup step 3: Select Destination

In this step of the **New Task Wizard** you need to select a destination folder where your backup will be stored.



- Select the backup destination, and then click **Next button**.

You can choose between seven locations:

- Local Disk/External HDD/USB Disk/Flash/LAN
- FTP
- SFTP
- FTPS
- CD-R/CD-RW/Blu-Ray/HD-DVD/DVD
- Amazon S3
- Handy Backup Online

These locations are described in details in seven corresponding sections.

Note: New folder with the same name as the task name will be created. You can change the destination folder by modifying task settings (see Modifying task). When selecting new destinations, make sure that you always have different folders for different tasks. If you select a single destination folder for several backup tasks, you will be able to restore only the last one. The matter is that each successive index file will overwrite the previous index file.

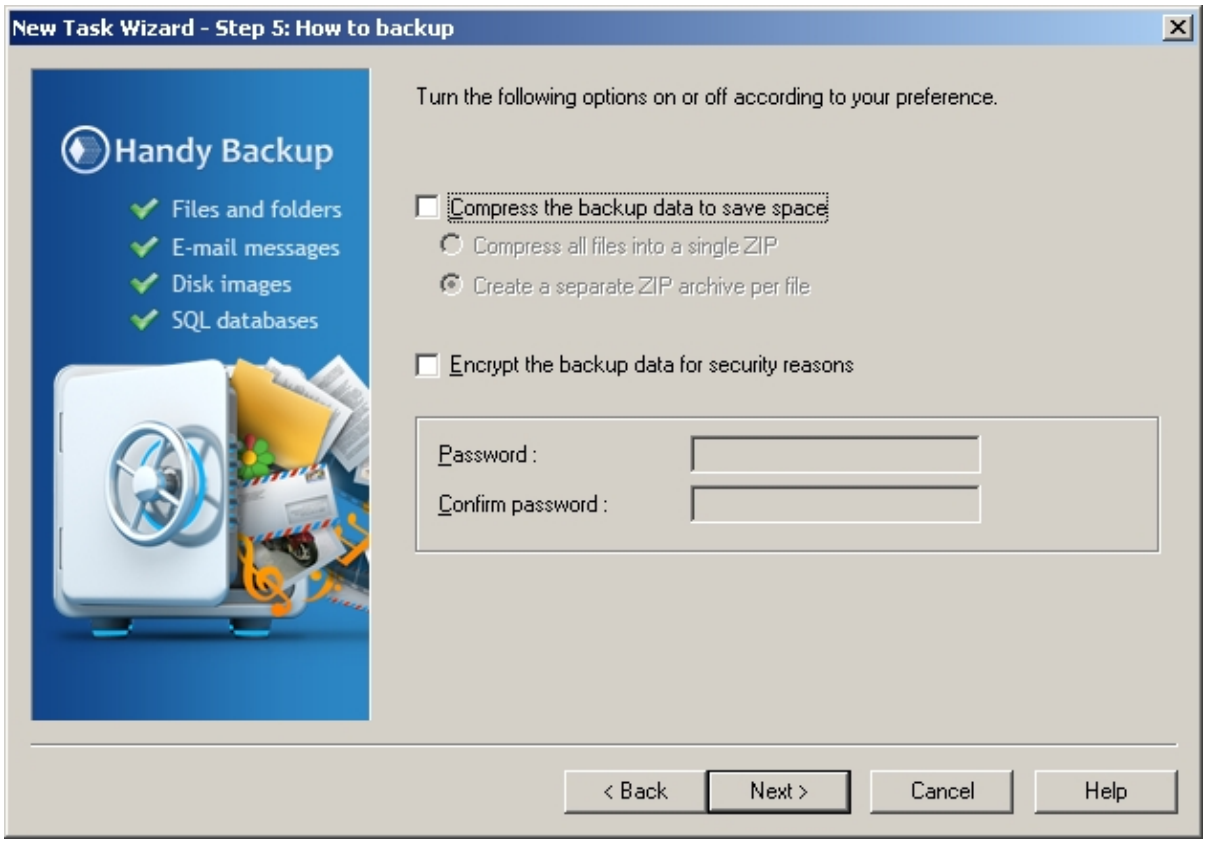
Backup Step 2: Specify the Backup Set

Backup Step 4: Advanced Backup Settings

Go to Help Contents

Step 5: How to Backup

In this step of the **New Task Wizard** you can enable compression and encryption.


New Task Wizard - Step 5: How to backup
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Turn the following options on or off according to your preference.
Compress the backup data to save space
Compress all files into a single ZIP
Create a separate ZIP archive per file
Encrypt the backup data for security reasons
Password :
Confirm password :
< Back
Next >
Cancel
Help

1. Check **Compress the data to save space** to enable an integrated ZIP compressor. This option is recommended when you back up to network drives or FTP servers in order to save storage space and online time.
2. Check **Encrypt the data for security reasons** to encrypt the backup with blowfish encryption algorithm and make the data inaccessible to anybody who does not know the password.

If you choose to encrypt the data, the following fields are to be filled:

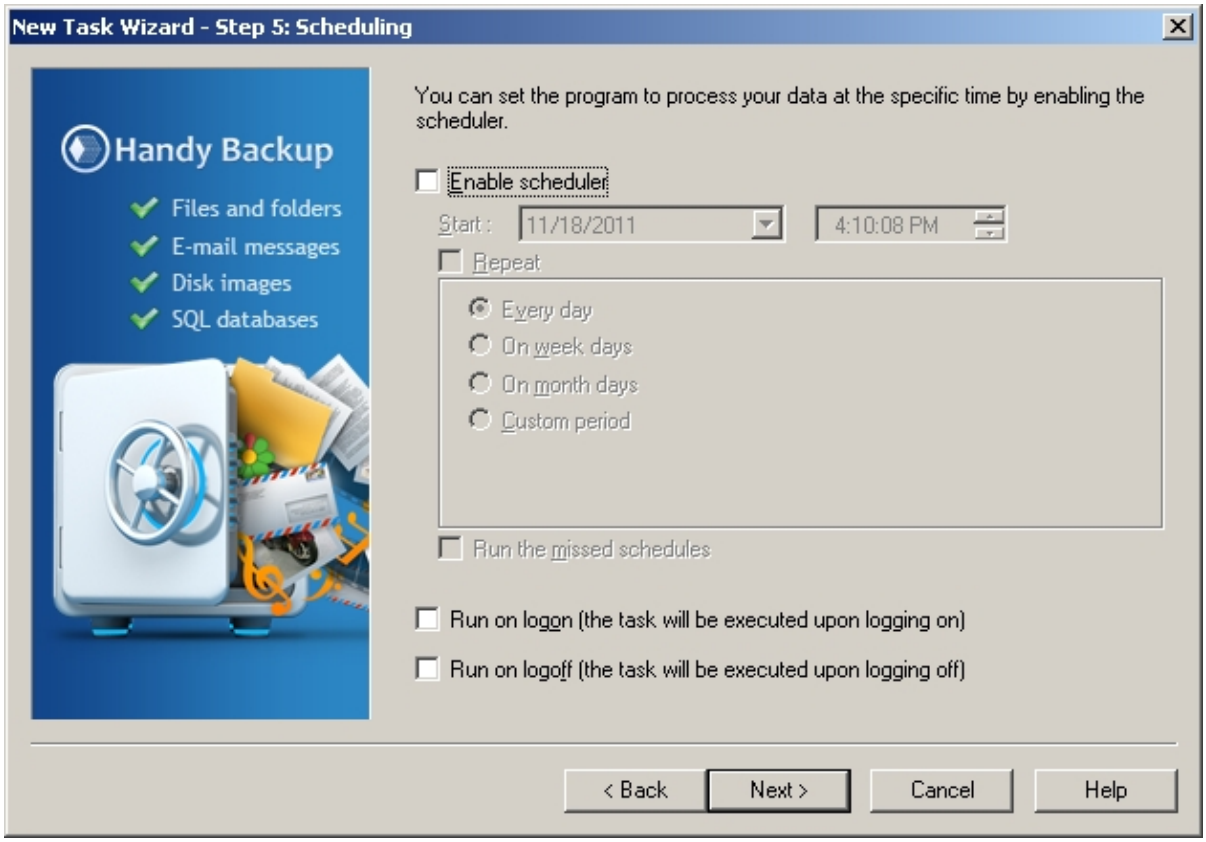
- **Password**: Enter the encryption password.
- **Confirm password**: Confirm the encryption password entered in the previous field.

Note: All passwords are case-sensitive.

3. When finished, click **Next**.

Step 6: Scheduling

In this step of the **New Task Wizard** you need to define the backup schedule. Backup may be performed once or on a regular basis.



1. Check **Enable scheduler** to perform backup task on time specified below.

2. Select the time you want the task to be launched at. To change day, month, year, hour, minute and second, click them and enter new values, or use the or keys to increase or decrease them.

3. Check Repeat if you want the task to be performed regularly.

   There are four available options of repetition:

   - **Every day** Schedule the task to be performed daily at the foregoing time;
   - **On week days** Schedule the task to be performed on certain week days;
   - **On month days** Schedule the operation to be performed on certain month days;

- **Custom period** Define the time period manually.

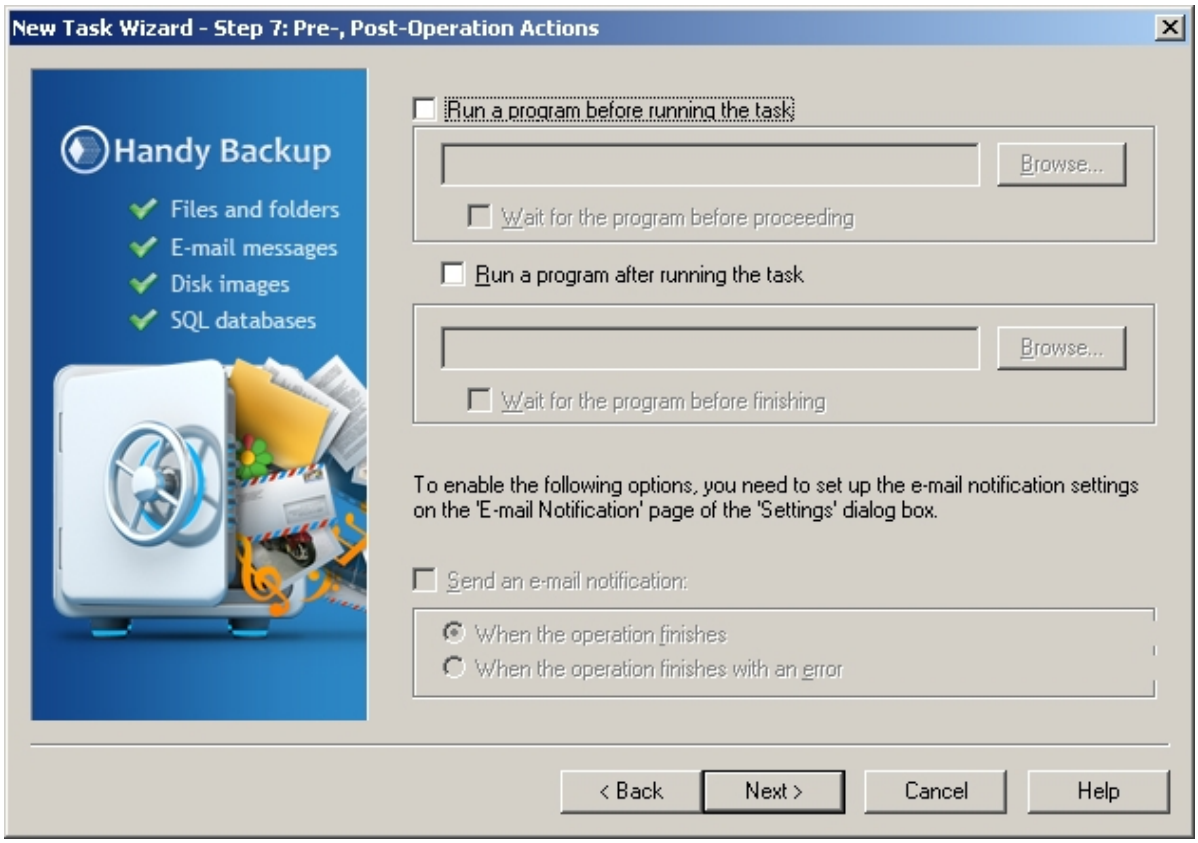
4. Check **Run the missed schedules** if you want Handy Backup execute this task if it has been missed (as soon as you log in).

5. Check **Run on logon** to execute this task each upon logging on.

6. Check **Run on logoff** to execute this task each upon logging off.

Backup Step 7:Pre-, Post-Operation Actions

In this step of the **New Task Wizard** you can set any desired program or script to be launched before or after executing the task:


New Task Wizard - Step 7: Pre-, Post-Operation Actions
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Run a program before running the task
Browse...
Wait for the program before proceeding
Run a program after running the task
Browse...
Wait for the program before finishing
To enable the following options, you need to set up the e-mail notification settings on the 'E-mail Notification' page of the 'Settings' dialog box.
Send an e-mail notification:
When the operation finishes
When the operation finishes with an error
< Back
Next >
Cancel
Help

1. Check **Run a program before running the task** if you want Handy Backup to start a third-party application before executing the task. Define the application or batch file to be started. For instance, you may run an antiviral program to ensure that the files included in the backup set are virus free. Check **Wait for the program before proceeding to execute the task** only after the external application finishes its work.

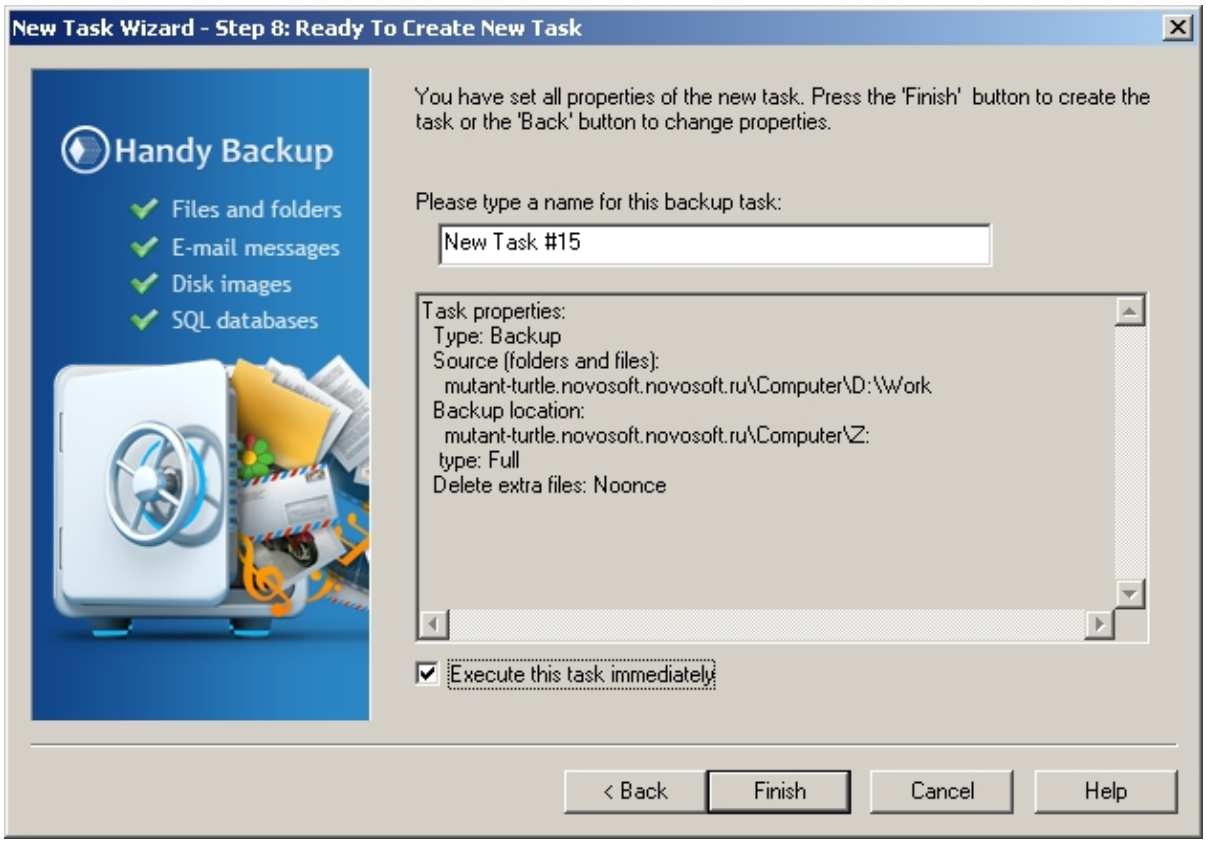
2. Check **Run a program after running the task** if you want Handy Backup to start a third-party application after executing the task. Define the application or batch file to be started. Check **Wait for the program before finishing** to execute the external application only after the task is completed.

3. Check the **Send e-mail notification** option if you want Handy Backup to send e-mail notifications after executing the task. Select**When the operation finishes**if you want to receive notifications after each task, or **When the operation finishes with an error** if you want to be notified of incorrectly finished tasks only.

Note: To enable e-mail notification you need to specify your e-mail information firstly. This is done in program settings (**File -> Settings**). For details, refer to settings of E-mail Notification.

Backup Step 8: Name the Backup Task

In the last step of the **New Task Wizard** you need to name your backup task.



1. Enter a unique task name in the text field.
2. Check the properties of the newly created task in the box below the name field. If one or more settings are incorrect, click **Back** to return to previous steps and change the needed parameters. If the task is not intended to be performed right after the creation, you can modify its properties later. To learn about modifying tasks, refer to Modifying Task.
3. Click **Finish**.

The newly created task will appear in the Task View window. If you checked **Run now** in Step 6 of the **New Task Wizard**, it will be executed immediately. If **Run now** was not checked, it will be executed on schedule or on demand. To learn more, refer to Running task.

Network Backup

Handy Backup Network Server is backup software designed to perform network backup. It allows performing centralized backup of network data, operated from a single server and invisible for users on remote workstations.

The usage of Handy Backup Network Server suggests the administrator to define a central server which will be used to create network backup tasks, and client workstations that contain data that needs to be backed up. In that way the backup network architecture is divided in two principal parts: Server (the central server with Handy Backup Network Server installed on it) and Backup Network Workstations (one or many remote computers with Backup Network Workstation client software installed on them).

Once the backup network is established, you can back up data of all Backup Network Workstations without specifically attending each machine to create a backup task.

Installation of Handy Backup Network Server

The network backup components are installed in the following order. First you must install Handy Backup Network Server, then - Handy Backup Workstations.

Note: You can only install Handy Backup Workstations after Handy Backup Server has been installed.

Installation of Handy Backup Server

To install Handy Backup Server, launch the Handy Backup Network Server setup file. Handy Backup Server is installed the same way any other version of Handy Backup is installed. Read the instructions on Handy Backup installation.

How to install Handy Backup Workstation

To install Handy Backup Workstation, launch the Handy Backup Setup file and choose "Handy Backup Workstation" option during the installation.

Adjusting Handy Backup Workstation Settings after the Workstation is installed

To change the settings of Handy Backup Workstation, open the "%APPDATA%\Novosoft\Handy Backup 7\Settings\Services\workstation.hbl" file and change the **CoordinatorHost** field content to IP-address/name of the PC where Handy Backup Network Server is installed.

Important note: Handy Backup Server can only back up data from the Workstation machine when Handy Backup Workstation is running. To run Workstation with the new settings, click **Start**. Then you can shut down the Backup Network Workstation Settings dialog.

- In the **Workstation name** field, specify the name of the Workstation.

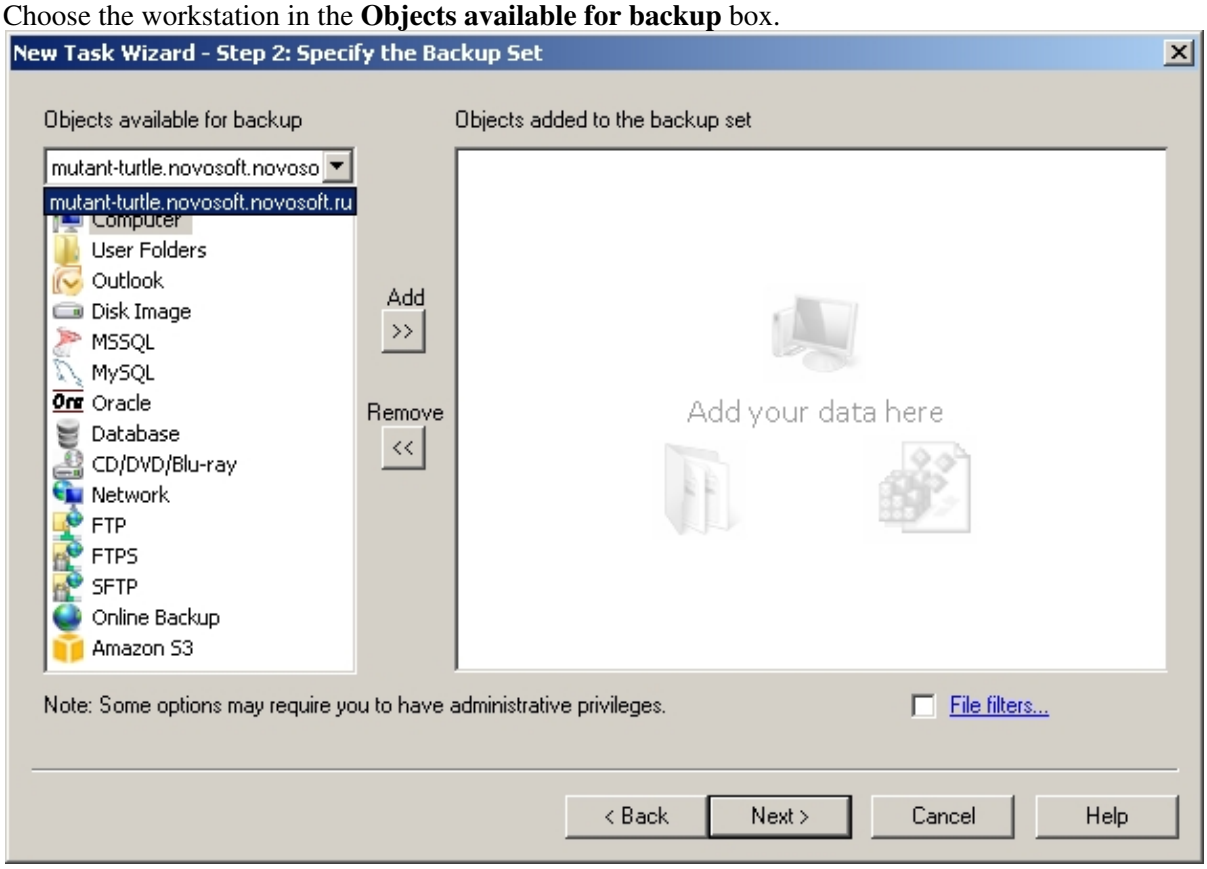
Creating Network Backup Task

Once you have installed and configured Handy Backup Server and Handy Backup Workstations, you can back up data from each machine where Backup Network Workstation is installed. Creating backup task in Handy Backup Server is similar to creating usual backup task:

1. Launch the **New Task Wizard**.

2. Select **Backup Task**, and then click **Next**.

3. Choose the workstation in the **Objects available for backup** box.



4. Choose the data you want to backup.
5. When finished, click **Next**.

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data.

Restoring Data

After successful completion of a backup task, Handy Backup creates an index file (backup.hbi or *spanXXXX.hbi* in case of backup to CD/DVD, where *XXXX* is a hexadecimal number of span). Index files are stored along with backup files and contain all information on the performed task. They are essential for restoration/synchronization purposes, and must not be modified manually.

There are two ways to restore backed up data. Firstly, you can create a restore task. This is done with the help of the **New Task Wizard** which can be opened in three ways:

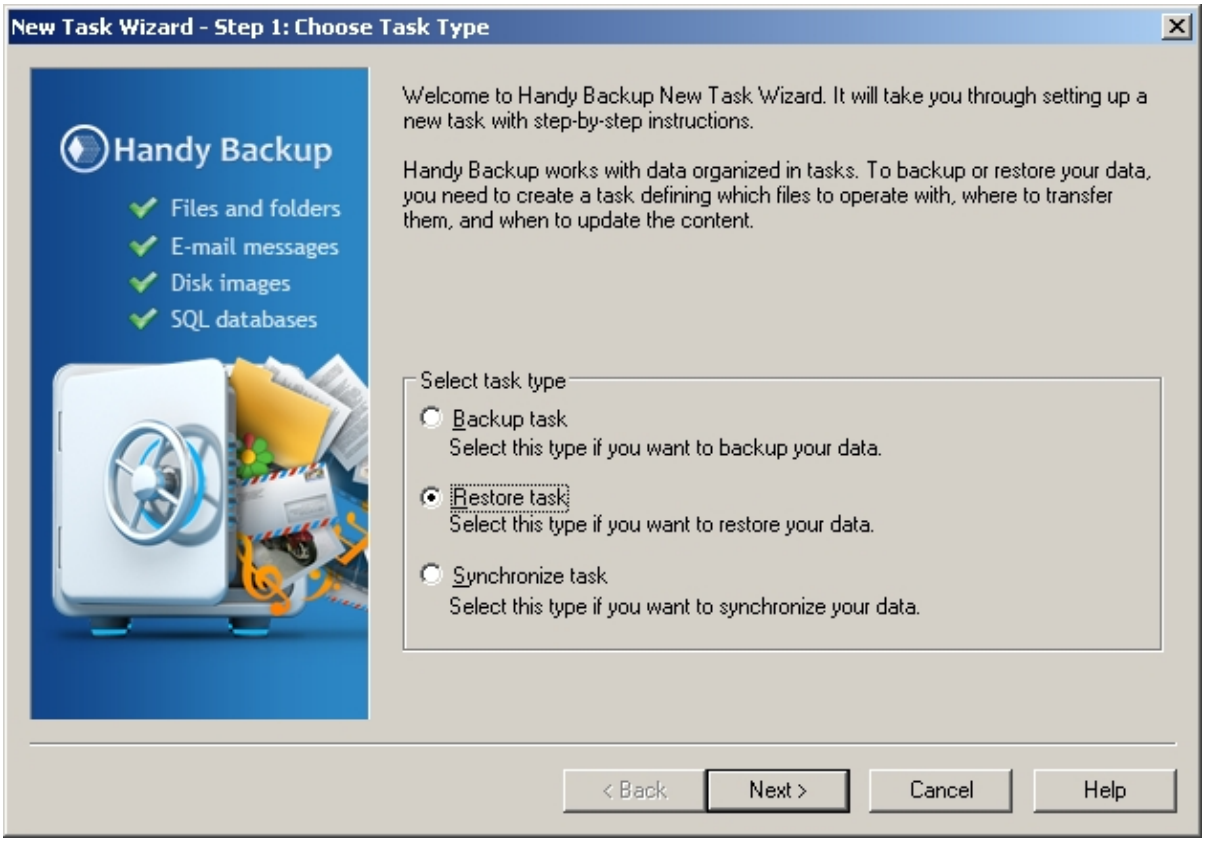
- On the File menu, click **New Task**.
- Click the **New Task** button on the program toolbar.
- Right-click in the Task View window to see the shortcut menu, and then click **New Task**.

To create a restore task you need to complete seven steps:

- Step 1: Choose Task Type
- Step 2: Specify Index File
- Step 3: Select Restore Location
- Step 4: Advanced Restore Settings
- Step 5: Enter Password For Decryption (optional)
- Step 6: Scheduling
- Step 7: Ready To Create New Task

Step 1: Choose Task Type

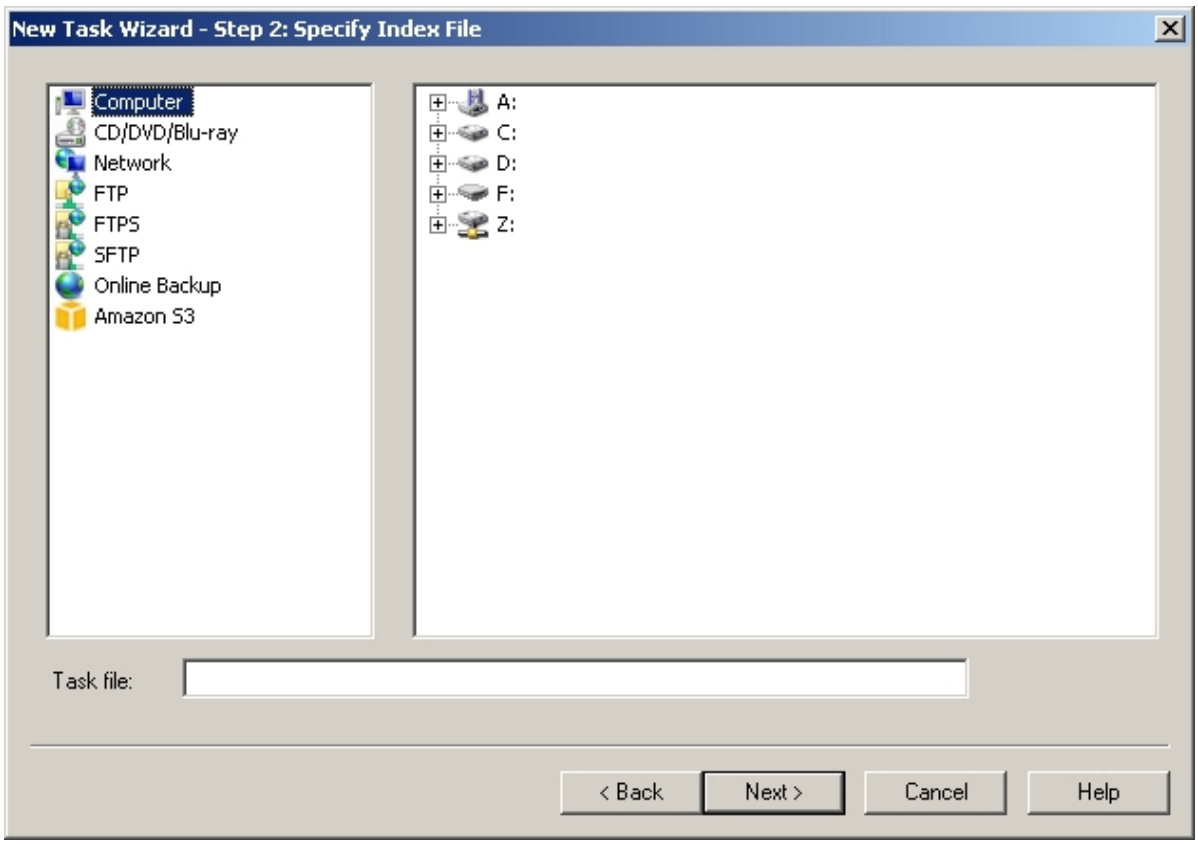
In the first step of the **New Task Wizard** you need to select the type of the task you are going to create.


New Task Wizard - Step 1: Choose Task Type
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Welcome to Handy Backup New Task Wizard. It will take you through setting up a new task with step-by-step instructions.
Handy Backup works with data organized in tasks. To backup or restore your data, you need to create a task defining which files to operate with, where to transfer them, and when to update the content.
Select task type
Backup task
Select this type if you want to backup your data.
Restore task
Select this type if you want to restore your data.
Synchronize task
Select this type if you want to synchronize your data.
< Back
Next >
Cancel
Help

- Select **Restore task**, and then click **Next**.

Restore step 2: Specify index file

In the second step of the New Task Wizard you need to specify where your backup is stored.

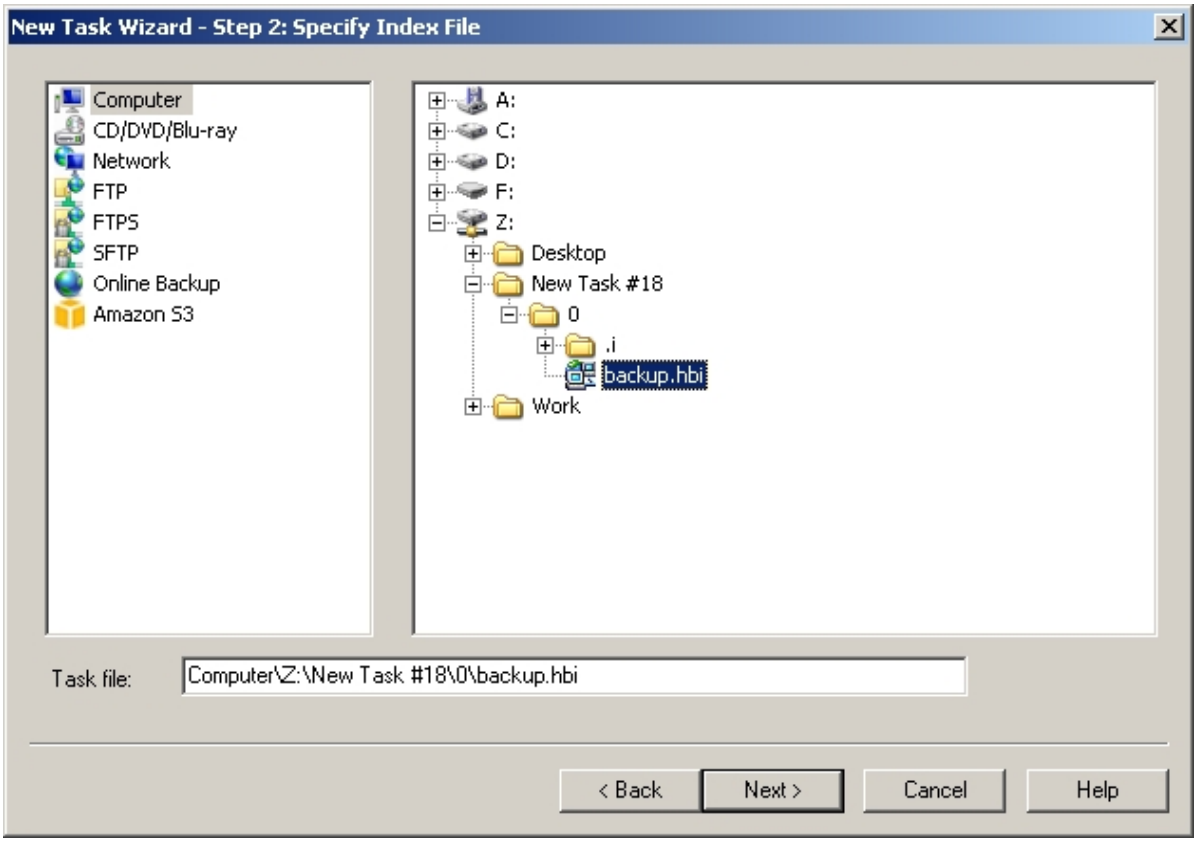


- Expand the folder with the version of backup you want to restore (different versions of backups are stored in the subfolders named in numerical manner: 0, 1, 2 etc.) select the index file inside this folder and then click **Next**.

You may choose between seven locations.

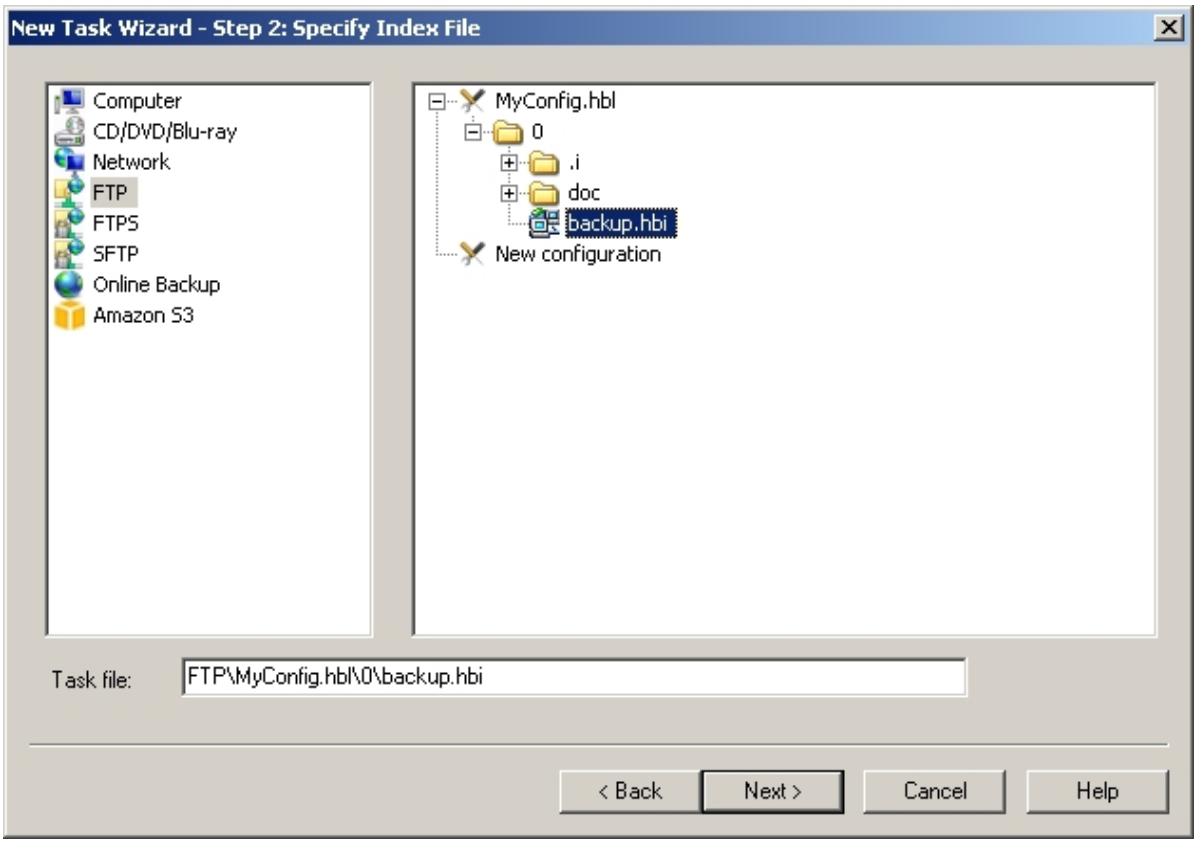
Restoring from a local/external/network/removable drive (Computer)

Select**Computer**if the backup is stored on a local or external location seen by Windows Explorer and browse to the index file in the right box:



Restoring from an FTP/SFTP/FTPS server

- Select **FTP** if the backup is stored on a FTP server.

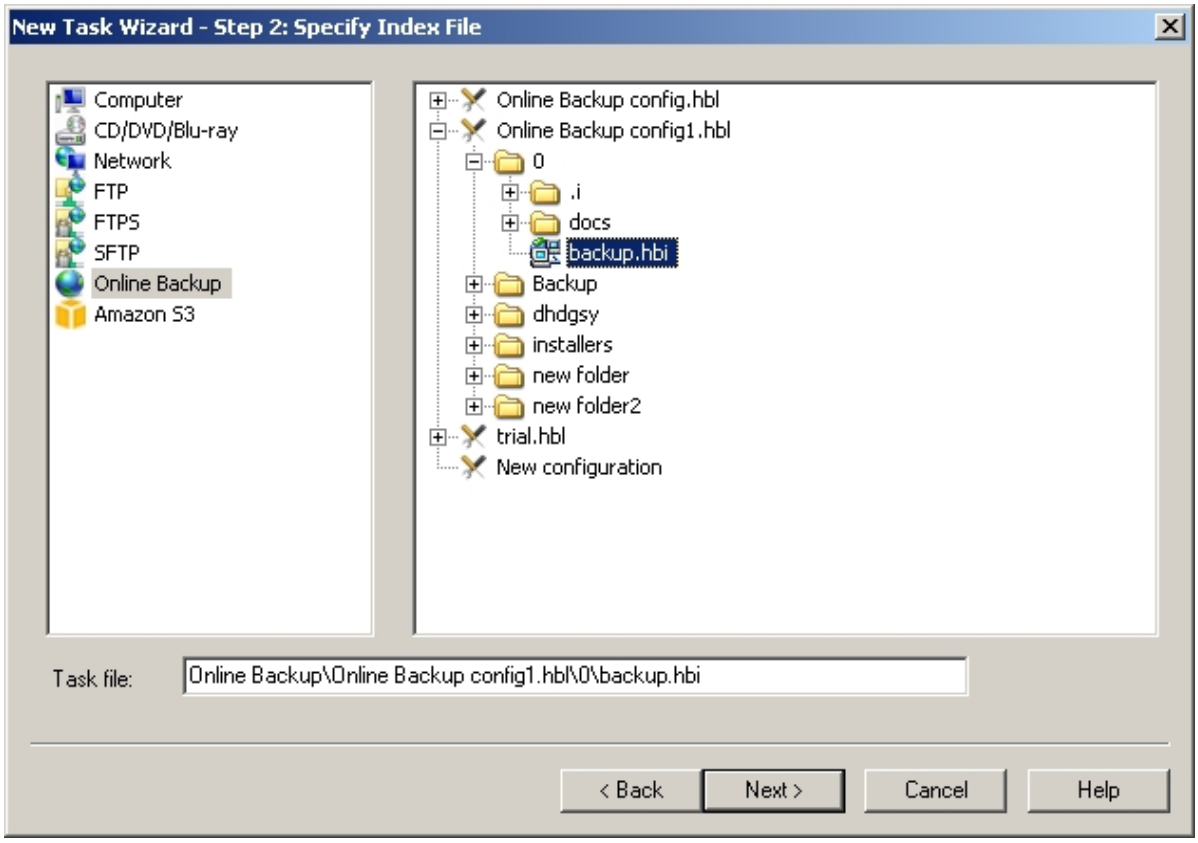


To restore from FTP server you should choose the FTP **configuration**or create a new one and browse to the index file.

If your backup is stored on SFTP/FTPS server, the process in the same with the only exception: you should use the corresponding option in the left box.

Restoring from a Handy Backup Online account

- Select **Handy Backup Online** if the backup is stored on your Handy Backup Online account.



To use the Online Backup Service, you need to register an account. To do it, click the About Online Backup Service link which will open your default web browser and take you to the web page where you will be able to choose an appropriate storage plan and register your account.

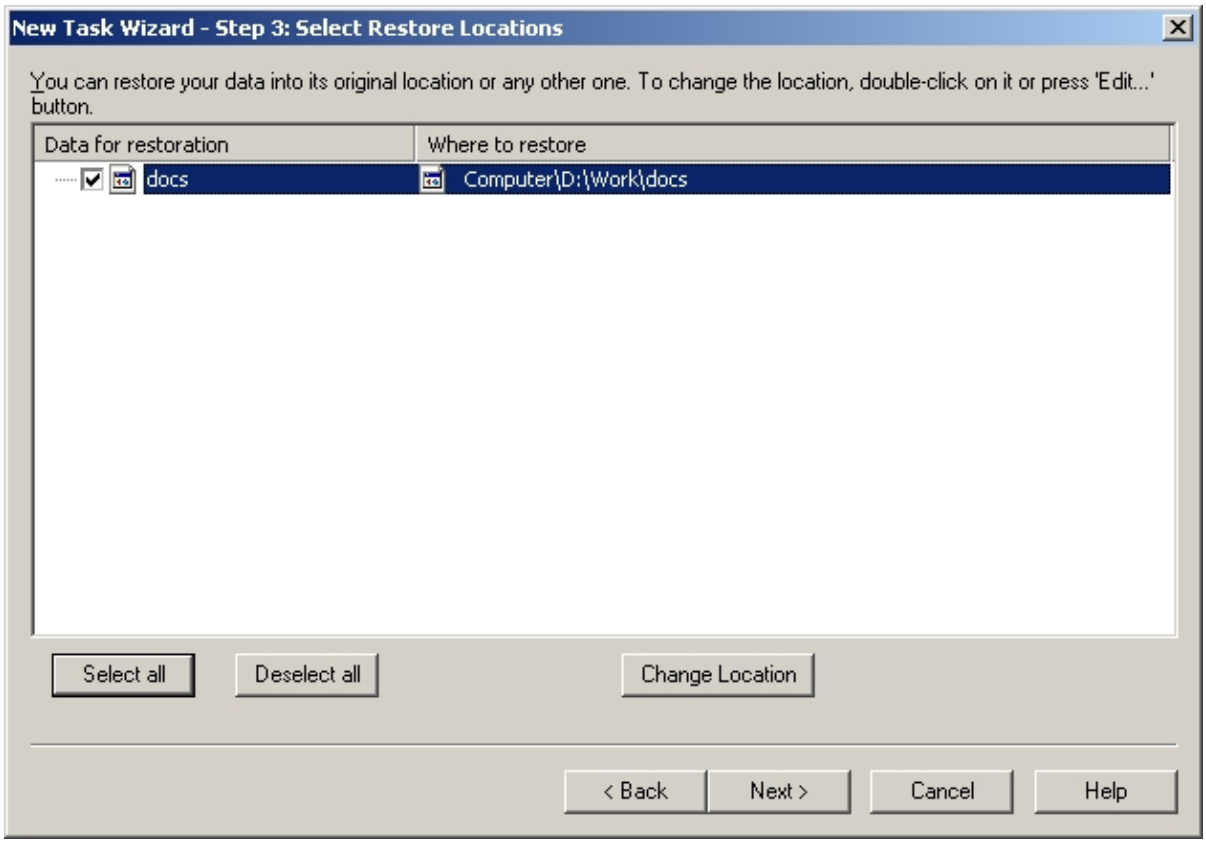
To restore from your Online Backup Service account simply specify your **login** and **password** or choose the existing **configuration**.

Restoring from Amazon S3 service.

Select **Amazon S3** option in the left box if the backup is stored on Amazon S3 server. Browse to the backup location in the right box to and choose the index file.

Step 3: Select Restore Location

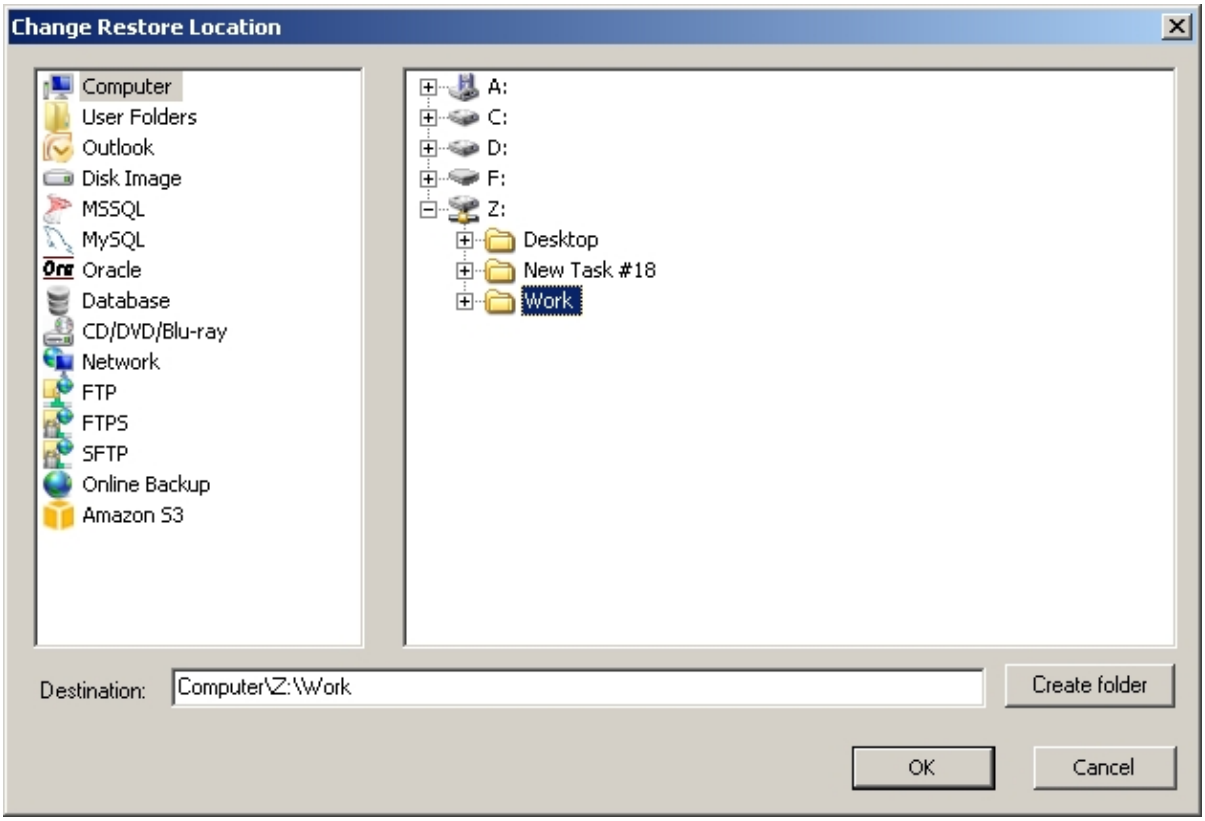
In the third step of the **New Task Wizard** you need to decide where you want the backed up files to be restored to.


New Task Wizard - Step 3: Select Restore Locations
You can restore your data into its original location or any other one. To change the location, double-click on it or press 'Edit...' button.
Data for restoration
Where to restore
docs
Computer\D:\Work\docs
Select all
Deselect all
Change Location
< Back
Next >
Cancel
Help

Handy Backup remembers the original destination of backed up data. By default, Handy Backup offers to restore the data to its original location.

To restore file to a different location, follow these steps:

1. Select the file in the list, and then click **Change Location**

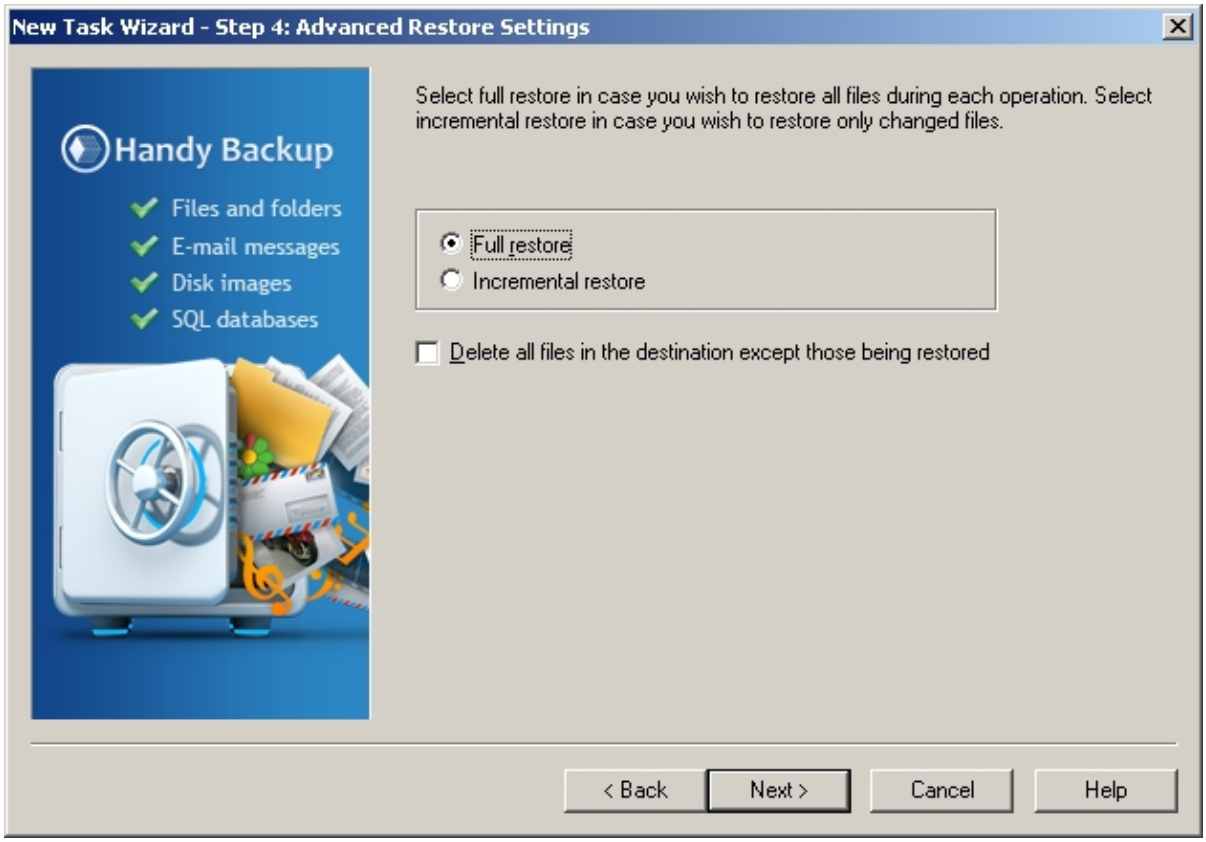


2. Choose the desired destination folder.
3. Click **OK**.
4. Repeat steps 1-3 for each file you want to restore to different locations.

If you don't want to backup any file/folder, simply uncheck it.

Step 4: Advanced Restore Settings

In the fourth step of the **New Task Wizard** you need define if you want to perform full or partial restoration of your data.


New Task Wizard - Step 4: Advanced Restore Settings
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Select full restore in case you wish to restore all files during each operation. Select incremental restore in case you wish to restore only changed files.
Full restore
Incremental restore
Delete all files in the destination except those being restored
< Back
Next >
Cancel
Help

1. Select the desired type of restoration.

   There are two available types of restoration:

   - **Full restore** The program will copy every backed up file to the specified location, irrespective of presence of files with identical names. Even if the file was not changed since the last backup, it will be overwritten.

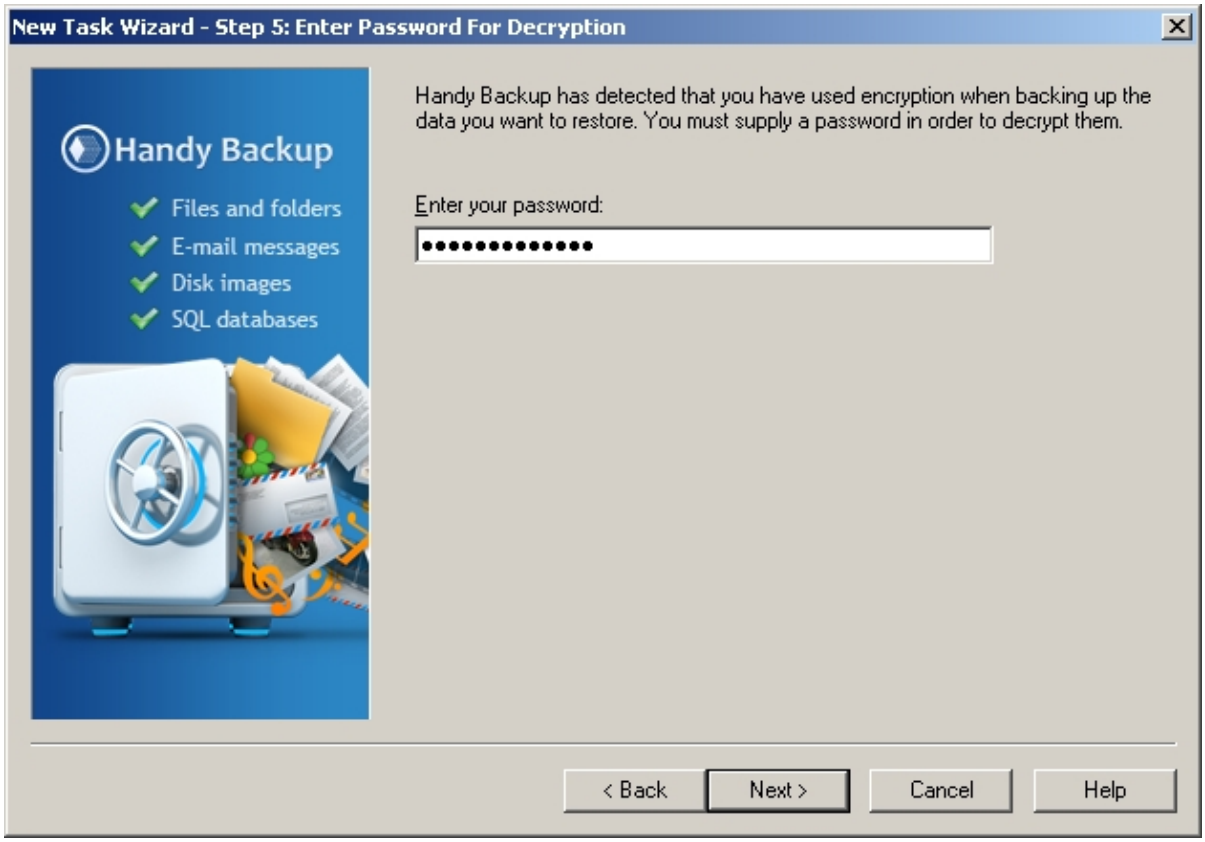
   - **Incremental restore** Only those files are restored which have been changed since the last backup. If Handy Backup detects a file in the directory with the same name, it compares the two files. If the file was changed it will be overwritten, otherwise it will not.

2. Check **Delete all files in the destination except those being restored** to enable deletion of files in the destination folder that have no relation to the current backup task.

3. Click **Next**.

Step 5: Enter Password for Decryption (optional)

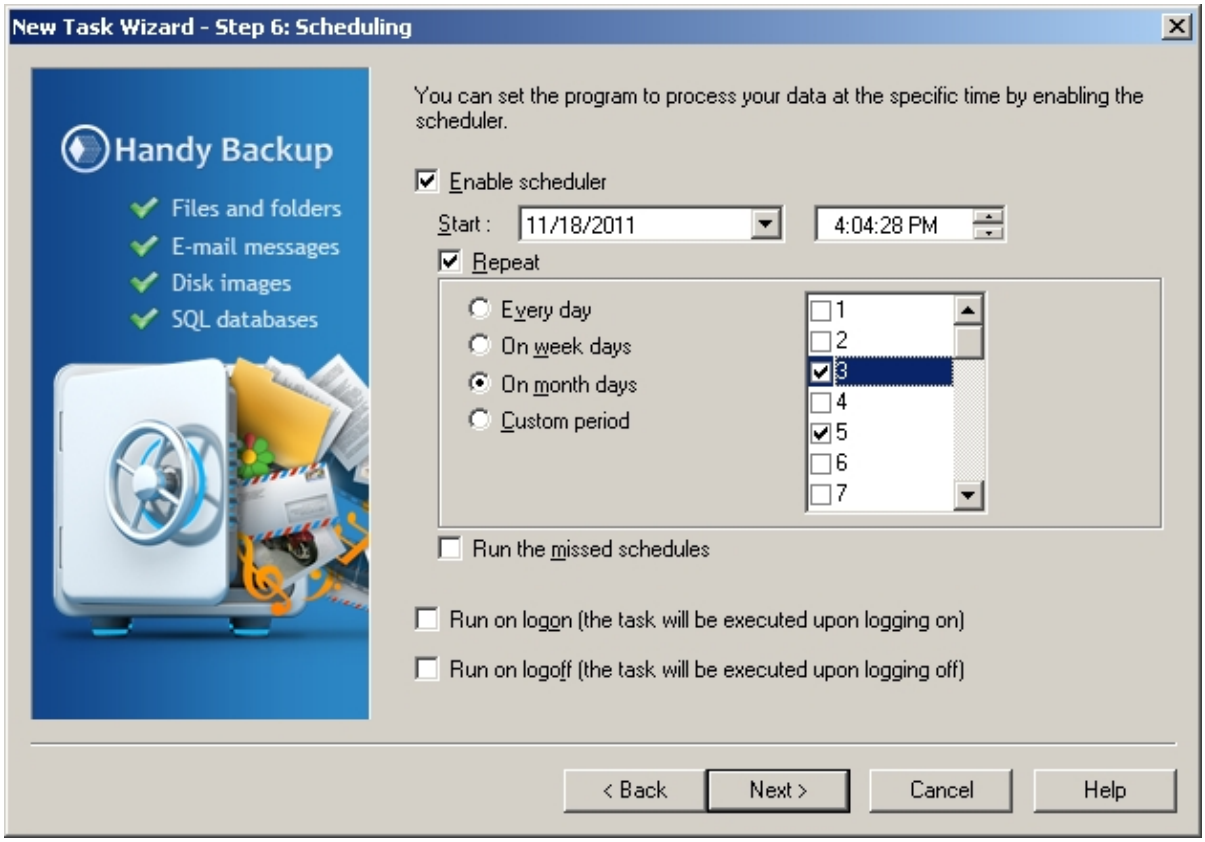
This step of the **New Task Wizard** will appear if you are restoring an encrypted backup only. Otherwise it will be skipped.


New Task Wizard - Step 5: Enter Password For Decryption
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Handy Backup has detected that you have used encryption when backing up the data you want to restore. You must supply a password in order to decrypt them.
Enter your password:
< Back
Next >
Cancel
Help

- Type the password that you used to encrypt files during backup task creation, and then click **Next.**

Step 6: Scheduling

In this step of the **New Task Wizard** you need to define the schedule for restoring. Restore task may be performed once or on a regular basis.



1. Check **Enable scheduler** to perform restore task on time specified below.

2. Select the time you want the task to be launched at. To change day, month, year, hour, minute and second, click them and enter new values, or use the or keys to increase or decrease them.

3. Check **Repeat** if you want the task to be performed regularly.

There are four available options of repetition:

- **Every day** - Schedule the task to be performed daily at the foregoing time;
- **On week days** - Schedule the task to be performed on certain week days;
- **On month days** - Schedule the operation to be performed on certain month days;
- **Custom period** - Define the time period manually.

4. Check **Run the missed schedules** if you want Handy Backup to execute this task if it has been missed (as soon as you log in).

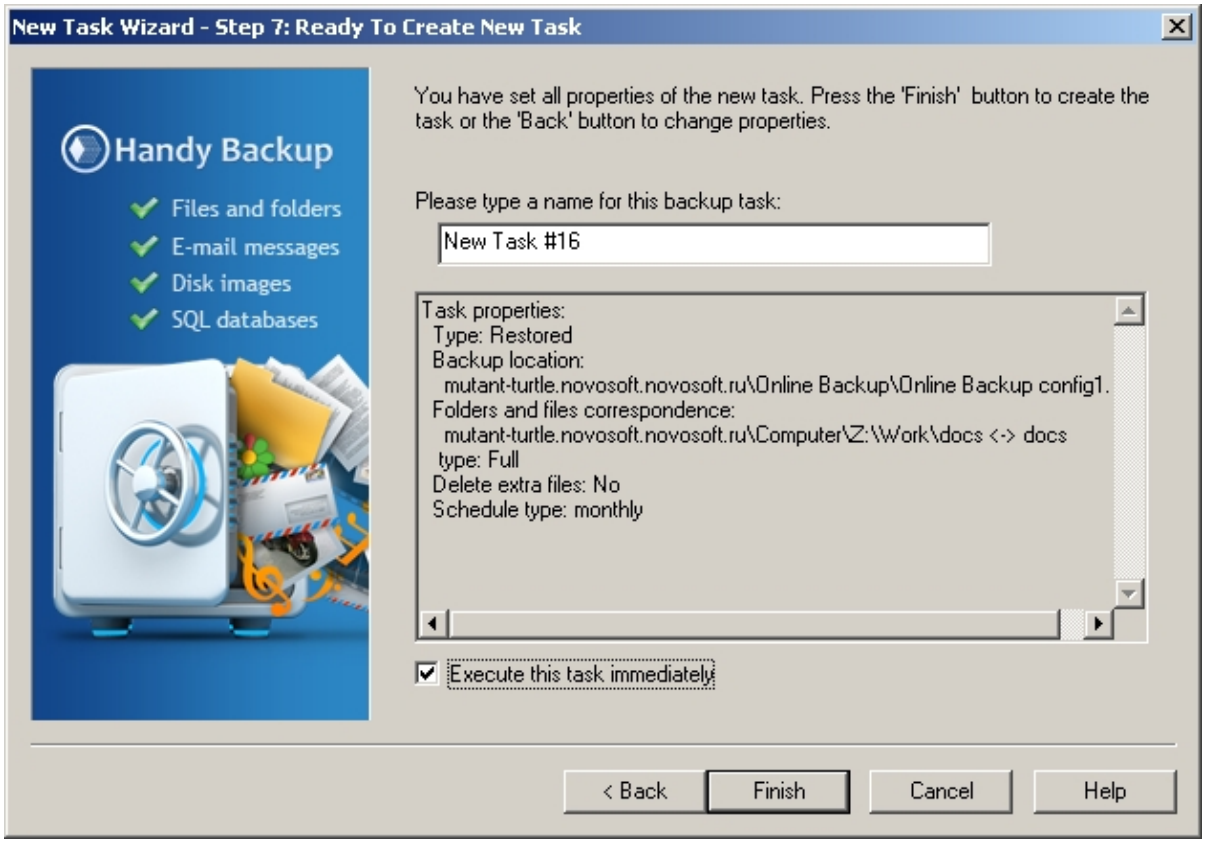
5. Check **Run on logon** to execute this task each upon logging on.

6. Check **Run on logoff** to execute this task each upon logging off.

Step 7: Ready to Create New Task

In the last step of the **New Task Wizard** you need to name your restore task.

1. Enter a unique task name in the text field.


New Task Wizard - Step 7: Ready To Create New Task
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
You have set all properties of the new task. Press the 'Finish' button to create the task or the 'Back' button to change properties.
Please type a name for this backup task:
New Task #16
Task properties:
Type: Restored
Backup location:
mutant-turtle.novosoft.novosoft.ru\Online Backup\Online Backup config1.
Folders and files correspondence:
mutant-turtle.novosoft.novosoft.ru\Computer\Z:\Work\docs <-> docs
type: Full
Delete extra files: No
Schedule type: monthly
Execute this task immediately
< Back
Finish
Cancel
Help

2. Check the properties of the newly created task in the box below the name field. If one or more settings are incorrect, click **Back** to return to previous steps and change the needed parameters. If the task is not intended to be performed right after the creation, you can modify its properties later.

3. Check **Execute this task immediately** if you want to run the created task straight away after the completion. If the checkbox is not checked, the task will be executed on schedule specified in Step 5, or can be executed on demand. To learn more, refer to Running task.

4. Click **Finish**.

The newly created task will appear in the Task View window.

Synchronizing Data

Synchronization is useful if you want two folders to share their content with one another or to fill up their content in a mutual way.

To synchronize your data you have to create a synchronize task. This is done with the help of the **New Task Wizard** which can be opened in three ways:

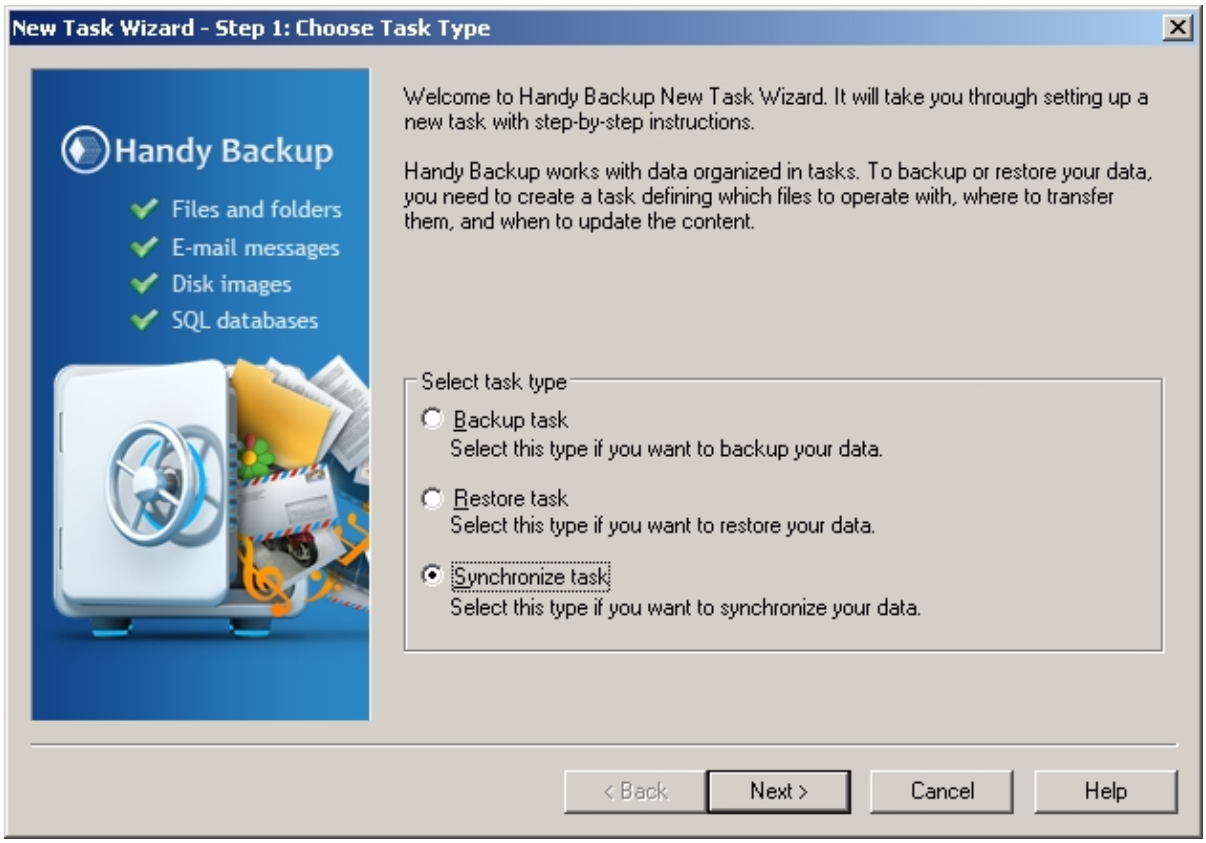
- On the **File** menu, click **New Task**.
- Click the **New Task** button on the program toolbar.
- Right-click in the Task View window to see the shortcut menu, and then click **New Task**.

Creating synchronization task suggests you to complete six steps:

- Step 1: Choose Task Type
- Step 2: Select the First Folder
- Step 3: Select the Second Folder
- Step 4: Advanced Synchronizing Settings
- Step 5: Scheduling
- Step 6: Ready to Create New Task

Step 1: Choose Task Type

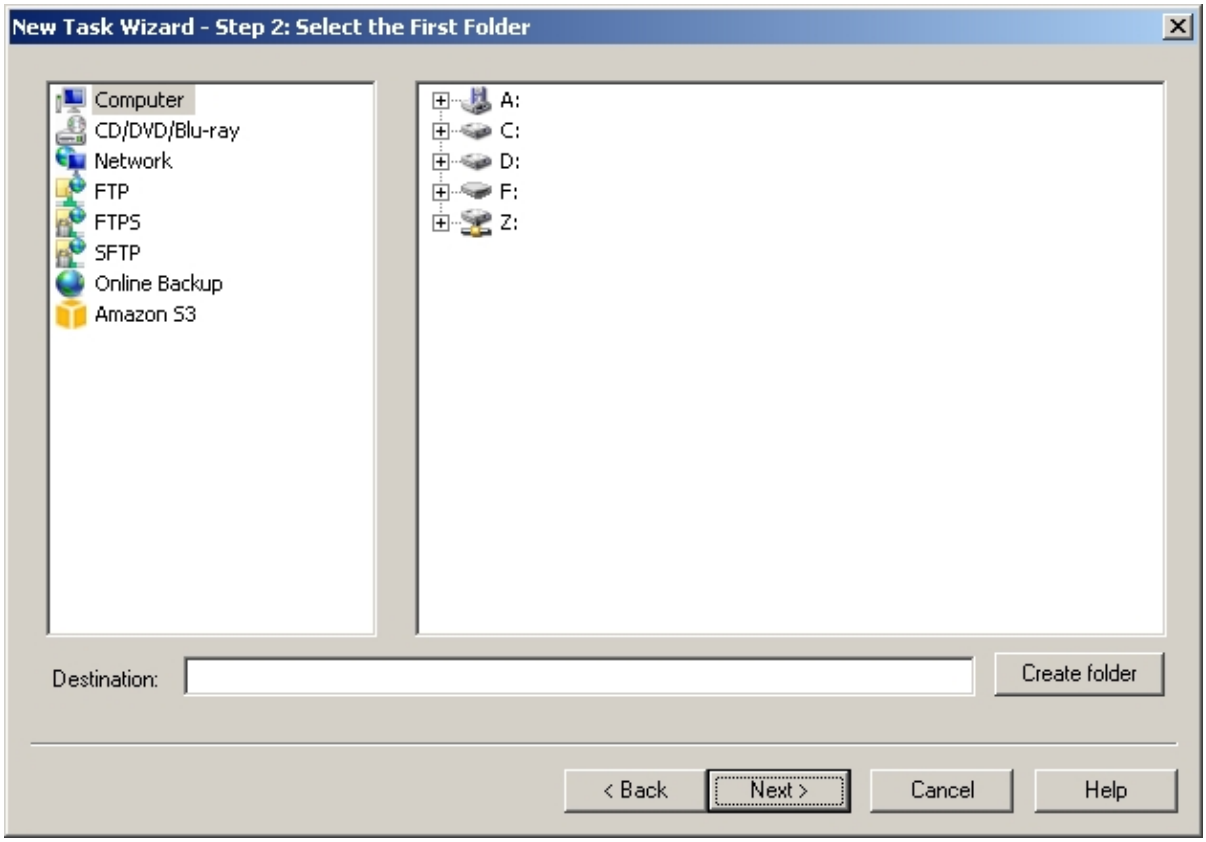
In the first step of the **New Task Wizard** you need to select the type of the task you are going to create:


New Task Wizard - Step 1: Choose Task Type
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Welcome to Handy Backup New Task Wizard. It will take you through setting up a new task with step-by-step instructions.
Handy Backup works with data organized in tasks. To backup or restore your data, you need to create a task defining which files to operate with, where to transfer them, and when to update the content.
Select task type
Backup task
Select this type if you want to backup your data.
Restore task
Select this type if you want to restore your data.
Synchronize task
Select this type if you want to synchronize your data.
< Back
Next >
Cancel
Help

- Select **Synchronize task**, and then click **Next**.

Step 2: Select the First Folder

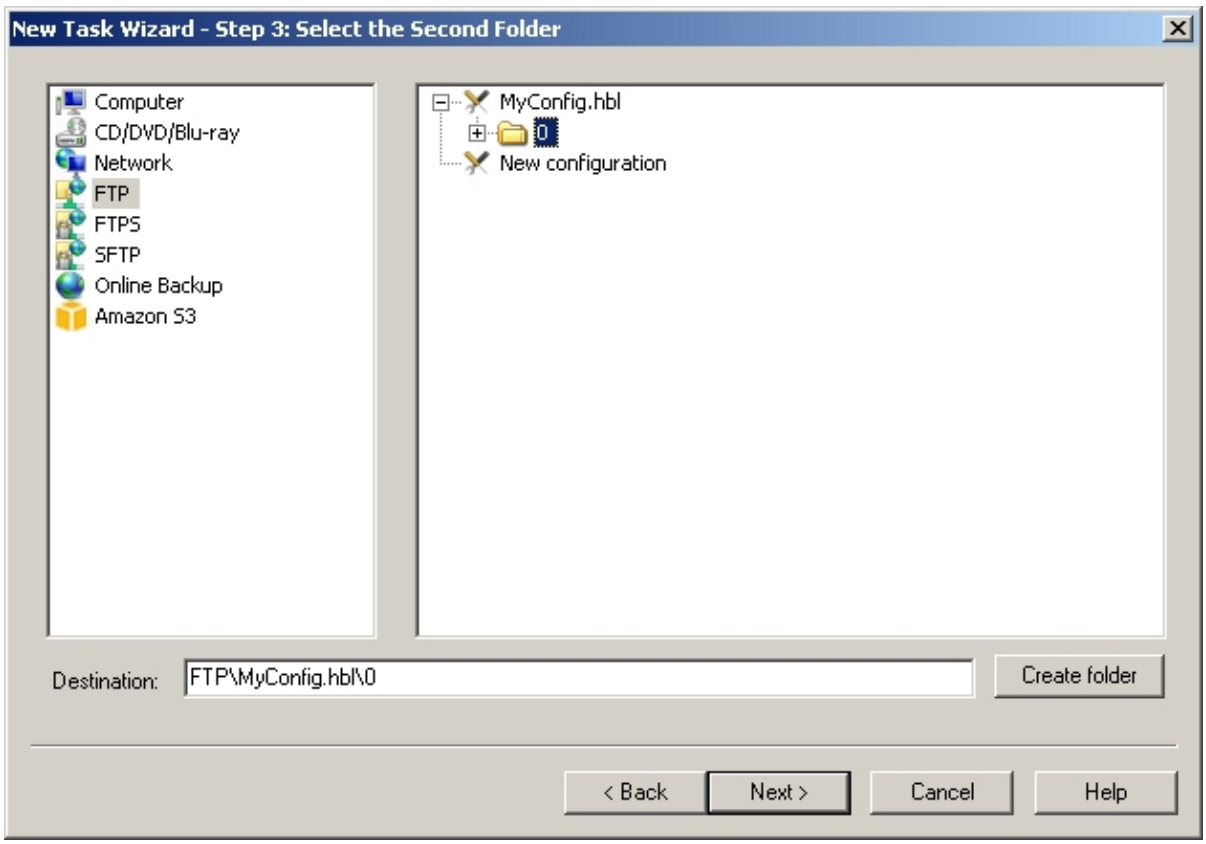
In the second step of the **New Task Wizard** you need to specify the first folder to work with. It can be located on any local or external drive seen by Windows Explorer or remote server.



- Choose a desired plugin in the left box, click **Add** and browse to the folder you want to synchronize.

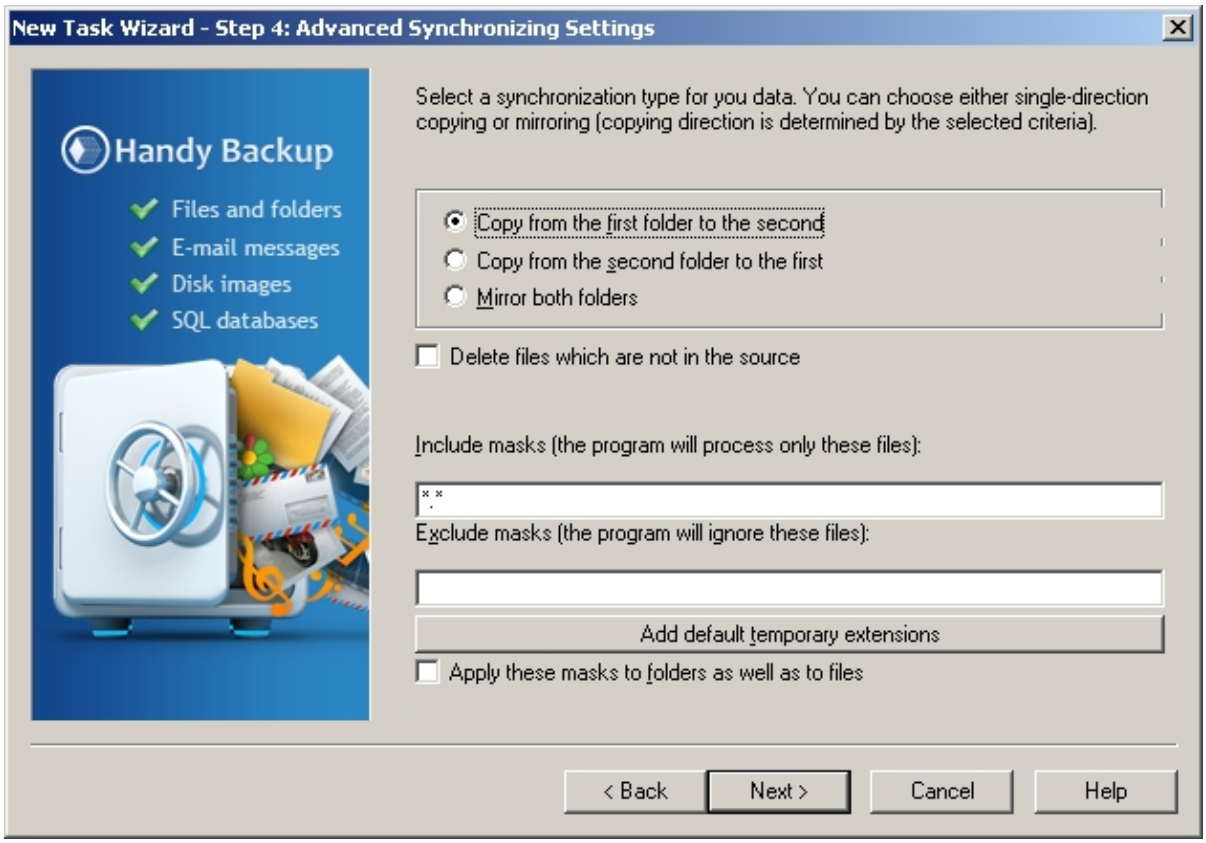
Step 3: Select the Second Folder

In the third step of the **New Task Wizard** you need to define the second folder. It can be located on any local or external drive seen by Windows Explorer, or on a remote FTP/SFTP/FTPS server. This step is similar to step 2.



Step 4: Advanced Synchronizing Settings

In the fourth step of the **New Task Wizard** you need to define synchronization direction.


New Task Wizard - Step 4: Advanced Synchronizing Settings
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Select a synchronization type for you data. You can choose either single-direction copying or mirroring (copying direction is determined by the selected criteria).
Copy from the first folder to the second
Copy from the second folder to the first
Mirror both folders
Delete files which are not in the source
Include masks (the program will process only these files):
.
Exclude masks (the program will ignore these files):
Add default temporary extensions
Apply these masks to folders as well as to files
< Back
Next >
Cancel
Help

Handy Backup can perform three types of folder synchronization:

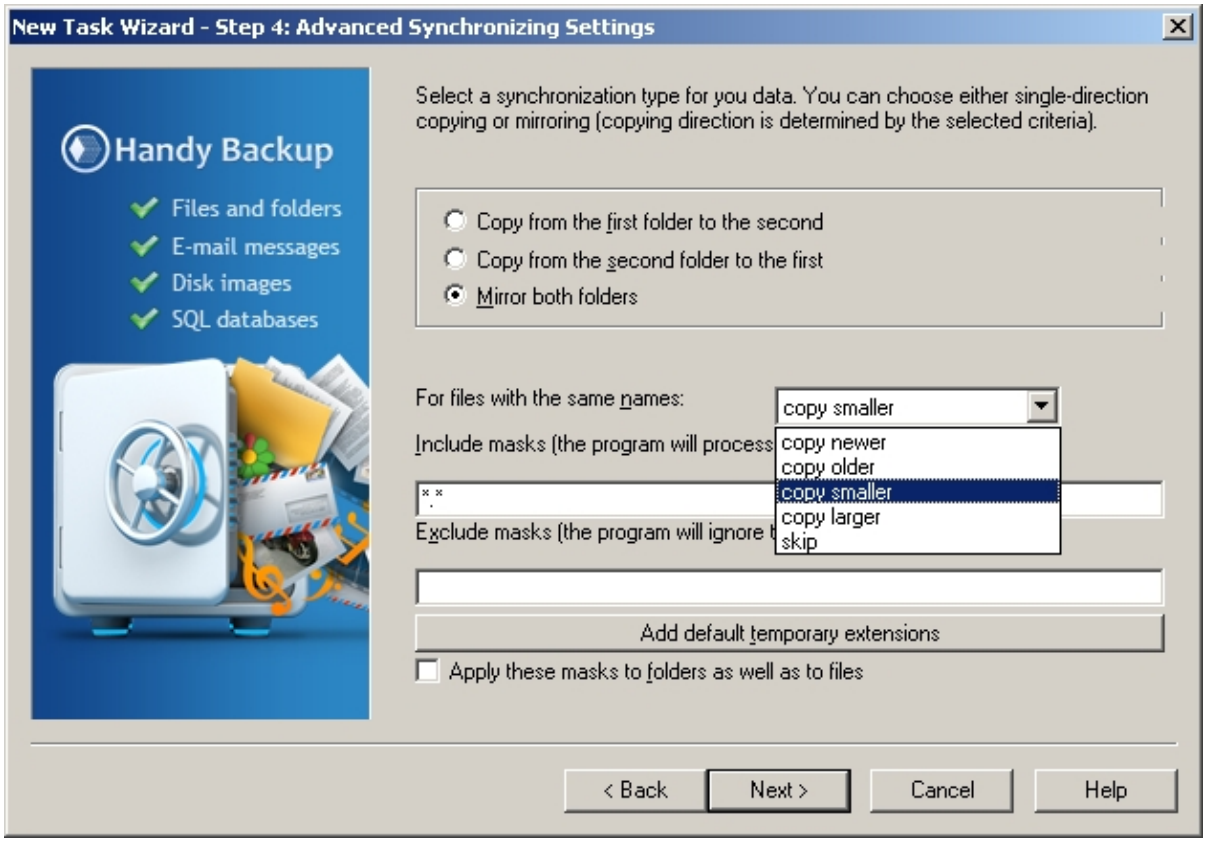
- **Copy from the first folder to the second**: copies all subfolders and files from the first folder to the second one. If one or several files have identical names and different contents, they will be overwritten.

- **Copy from the second folder to the first**: copies all subfolders and files from the second folder to the first one. If one or several files have identical names and different contents, they will be overwritten.

- **Mirror both folders**: shares folders contents with each other. Each file of either folder will be copied to the other folder. In the dropdown menu you should select how to treat files with equal names.

Check **Delete files which are not in the source** if you want to delete the files in the destination folder that are not present in the source.

If you select to mirror two folders, you need to decide which files have higher priorities. As the dropdown menu appears, select how Handy Backup should manage files with identical names.

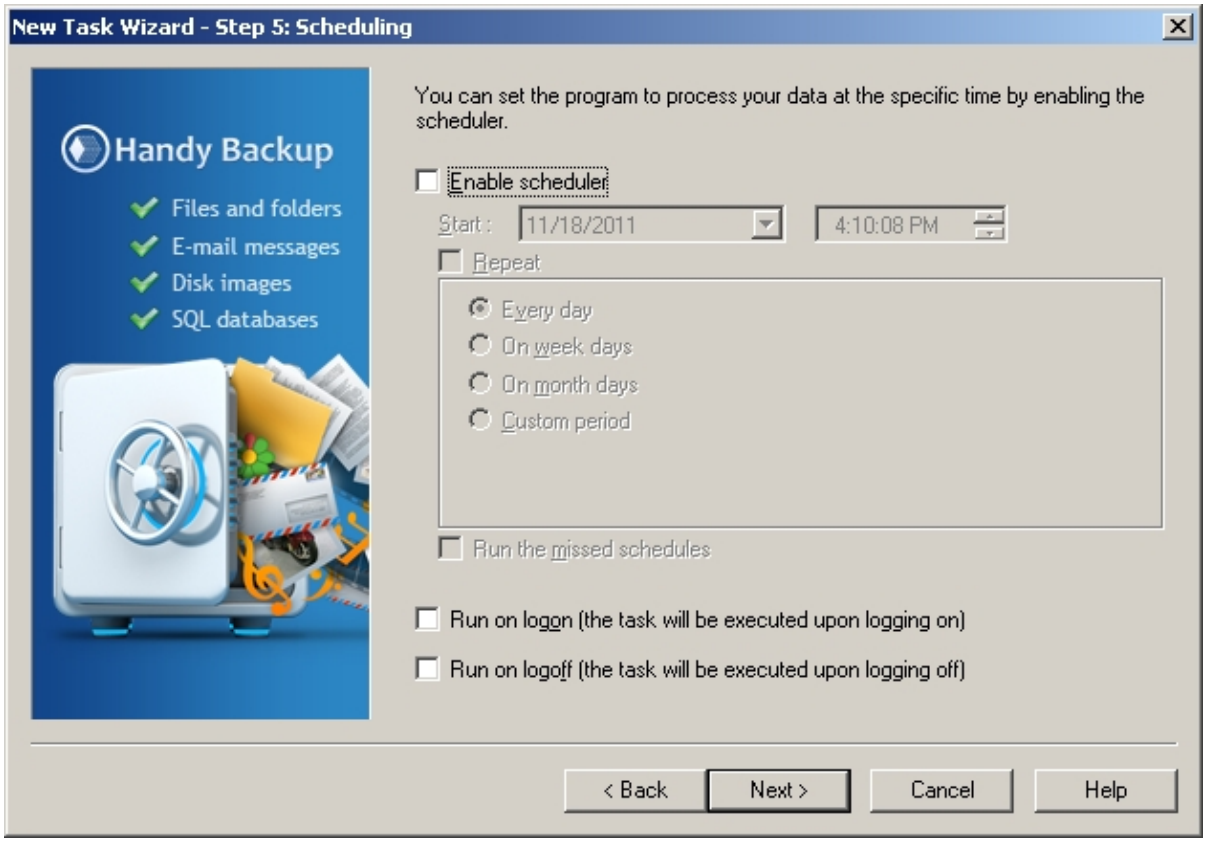

New Task Wizard - Step 4: Advanced Synchronizing Settings
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
Select a synchronization type for you data. You can choose either single-direction copying or mirroring (copying direction is determined by the selected criteria).
Copy from the first folder to the second
Copy from the second folder to the first
Mirror both folders
For files with the same names:
copy smaller
Include masks (the program will process
copy newer
copy older
copy smaller
copy larger
skip
Exclude masks (the program will ignore t
Add default temporary extensions
Apply these masks to folders as well as to files
< Back
Next >
Cancel
Help

- **Copy newer** replaces older files with newer
- **Copy older** replaces newer files with older
- **Copy smaller** replaces larger files with smaller
- **Copy larger** replaces smaller files with larger
- **Skip** ignores files with the same name

In the bottom part of the window you can also set file masks for synchronization or exclude the default file extensions.

Step 5: Scheduling

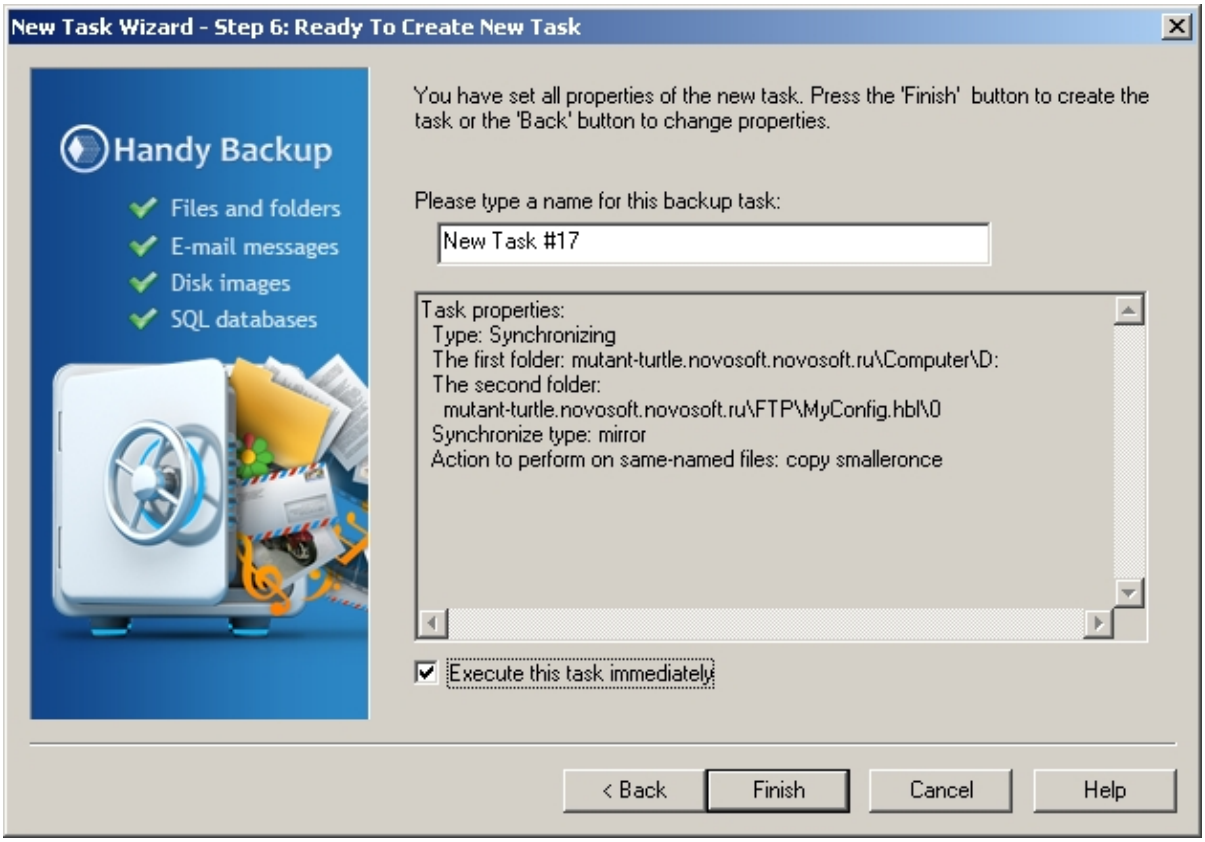
This step of the **New Task Wizard** is described in details in section Step 6: Scheduling for backup tasks. The only difference being that this time it is synchronization instead of backup.



Step 6: Ready to Create New Task

In the last step of the **New Task Wizard** you need to name your synchronize task.

1. Enter a unique task name in the text field.


New Task Wizard - Step 6: Ready To Create New Task
Handy Backup
Files and folders
E-mail messages
Disk images
SQL databases
You have set all properties of the new task. Press the 'Finish' button to create the task or the 'Back' button to change properties.
Please type a name for this backup task:
New Task #17
Task properties:
Type: Synchronizing
The first folder: mutant-turtle.novosoft.novosoft.ru\Computer\D:
The second folder:
mutant-turtle.novosoft.novosoft.ru\FTP\MyConfig.hbl\0
Synchronize type: mirror
Action to perform on same-named files: copy smalleronce
Execute this task immediately
< Back
Finish
Cancel
Help

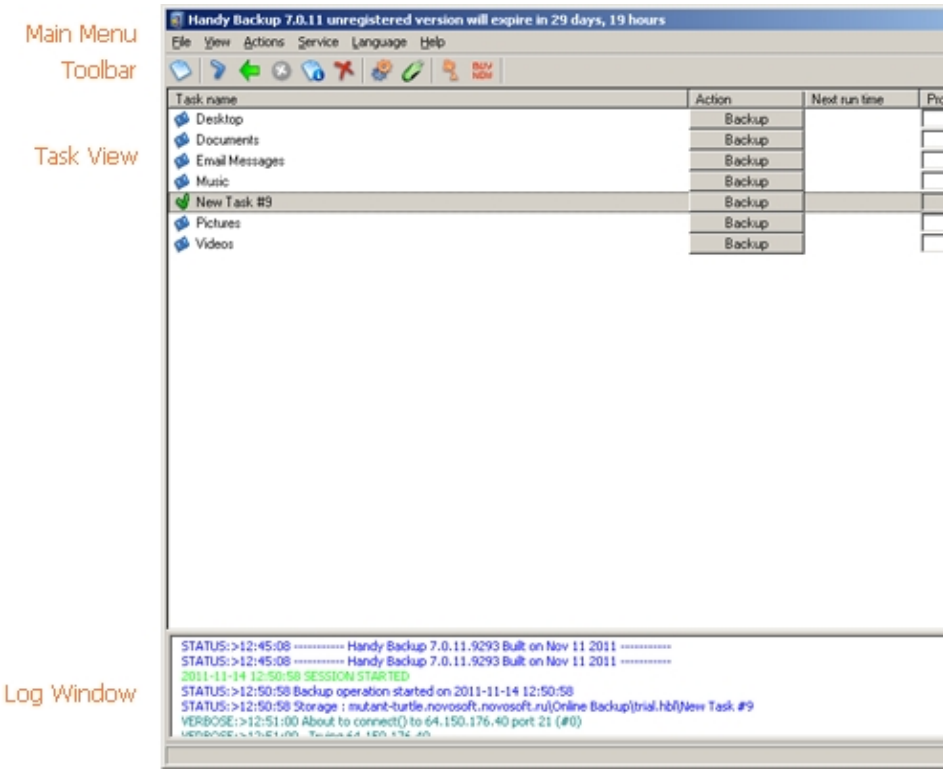
2. Check the properties of the newly created task in the box below the name field. If one or more settings are incorrect, click **Back** to return to previous steps and change the needed parameters. If the task is not intended to be performed right after the creation, you can modify its properties later. To learn about modifying tasks, refer to Modifying Task.

3. Check **Execute this task immediately** if you want to run the created task straight away after the completion. If the checkbox is not checked, the task will be executed on schedule specified in Step 5, or can be executed on demand. To learn more, refer to Running task.

4. Click **Finish**.

User Interface

In this section we introduce what makes up the Handy Backup interface. The Handy Backup main window appears as follows:


Main Menu
Toolbar
Task View
Log Window
Handy Backup 7.0.11 unregistered version will expire in 29 days, 19 hours
File View Actions Service Language Help
Task name
Action
Next run time
Desktop
Documents
Email Messages
Music
New Task #9
Pictures
Videos
Backup
STATUS:>12:45:08 ---------- Handy Backup 7.0.11.9293 Built on Nov 11 2011 ----------
STATUS:>12:45:08 ---------- Handy Backup 7.0.11.9293 Built on Nov 11 2011 ----------
2011-11-14 12:50:58 SESSION STARTED
STATUS:>12:50:58 Backup operation started on 2011-11-14 12:50:58
STATUS:>12:50:58 Storage : mutant-turtle.novosoft.novosoft.ru\Online Backup\trial.hbl\New Task #9
VERBOSE:>12:51:00 About to connect() to 64.150.176.40 port 21 (#0)

There are five main elements of the Handy Backup graphical interface:

- Main Menu
- Toolbar
- Task View Window
- Log Window

Besides graphical interface there are several other functional elements that serve for interaction between the user and the program:

- Hot Keys
- Handy Backup Agent
- Command Line interface

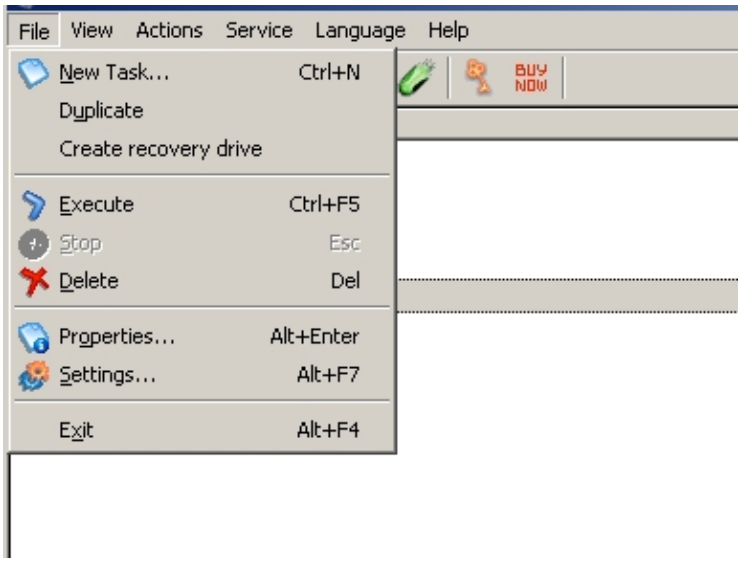
Main Menu

Main Menu consists of six menus, containing commands that provide all functionality of Handy Backup:

- Main Menu -> File. The **File** menu is used to manage tasks and change program settings.
- Main Menu -> View. The **View** menu is used to change Handy Backup appearance.
- Main Menu -> Actions. The **Actions** menu is used to execute tasks.
- Main Menu -> Service. The **Service** menu (standalone version only) is used to configure program operation as Windows service.
- Main Menu -> Service. The **Server** menu (network server version only) is used to control connection with Handy Backup Network Server.
- Main Menu -> Language. The **Language** menu is used to select language used in the program.
- Main Menu -> Help. The **Help** menu is used to access help, request for support and to register the program.

Main Menu -> File

The **File** menu is used to manage tasks and change program settings.



The menu is organized as follows:

- **New Task** Calls for the **New Task Wizard** which starts with selection of task type: Backup, Restore or Synchronize. For more details see Backing up data, Restoring data, or Synchronizing data.

- **Duplicate** Clones task(s) selected in the Task View window. This command is especially useful if you want to create a task very similar to an existing one without repeating all steps of the **New Task Wizard**. To learn more, refer to Duplicating Task.

- **Execute** Launches task(s) selected in the Task View window. These tasks will be executed regardless of their schedule and even if they were created for a one-off launch. To learn more, refer to Running Task.

- **Stop** Interrupts running task(s) selected in the Task View window. In some cases this procedure can take several minutes. To learn more, refer to Stopping Task.

- **Delete** Deletes selected tasks. To learn more, refer to Deleting Task.

- **Properties** Allows modifying task properties. This is a way to change virtually everything you defined during the process of task creation: from task name to scheduling options. Here you can also enable e-mail notification and define if you want to launch third-party applications before or after executing the task. To learn more, refer to Task Properties.

- **Settings**: Opens Handy Backup Settings. To learn more, refer to Settings.

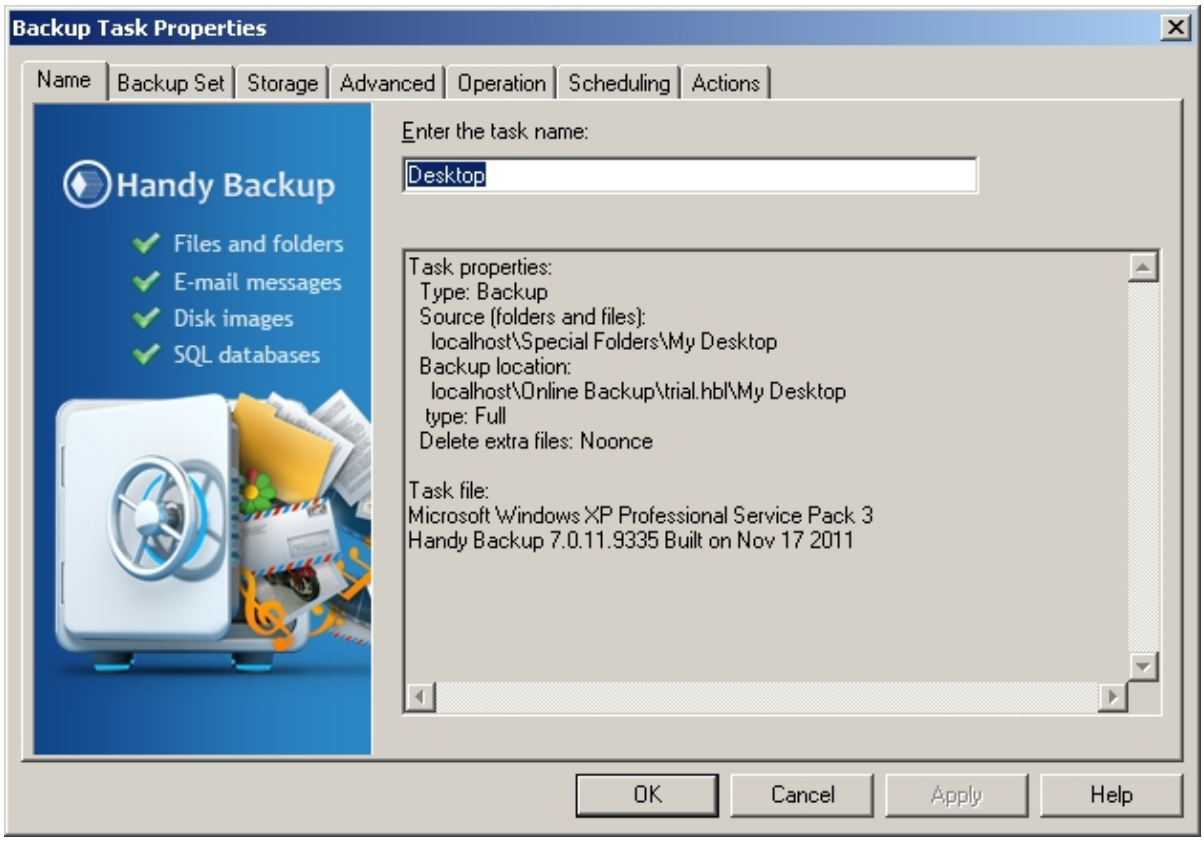
Note: This feature was removed in Handy Backup 6.0 and brought back in version 6.1 with major changes in storage format. Because of this, data exported from version 5.8 and lower can't be imported into version 6.1 and higher. However, if you install a new version of Handy Backup above the old one, all data is converted automatically.

- **Exit**: quits the program.

Task Properties

Task Properties dialog is used to view or modify created tasks, and also allows enabling certain features, such as e-mail notification after task completion, or running user-defined applications before or after executing the task. To open the Task Properties window, perform one of the following actions:

- Double-click the desired task in the Task View window.
- Right-click the desired task in the Task View window to see the shortcut menu, and then click **Properties**.
- Select the desired task in the Task View window, and then click the **Task Properties** button on the program toolbar.
- Select the desired task in the Task View window, click the **File** menu, and then click **Properties**.
- Select the desired task in the Task View window, and then press **ALT-ENTER**.



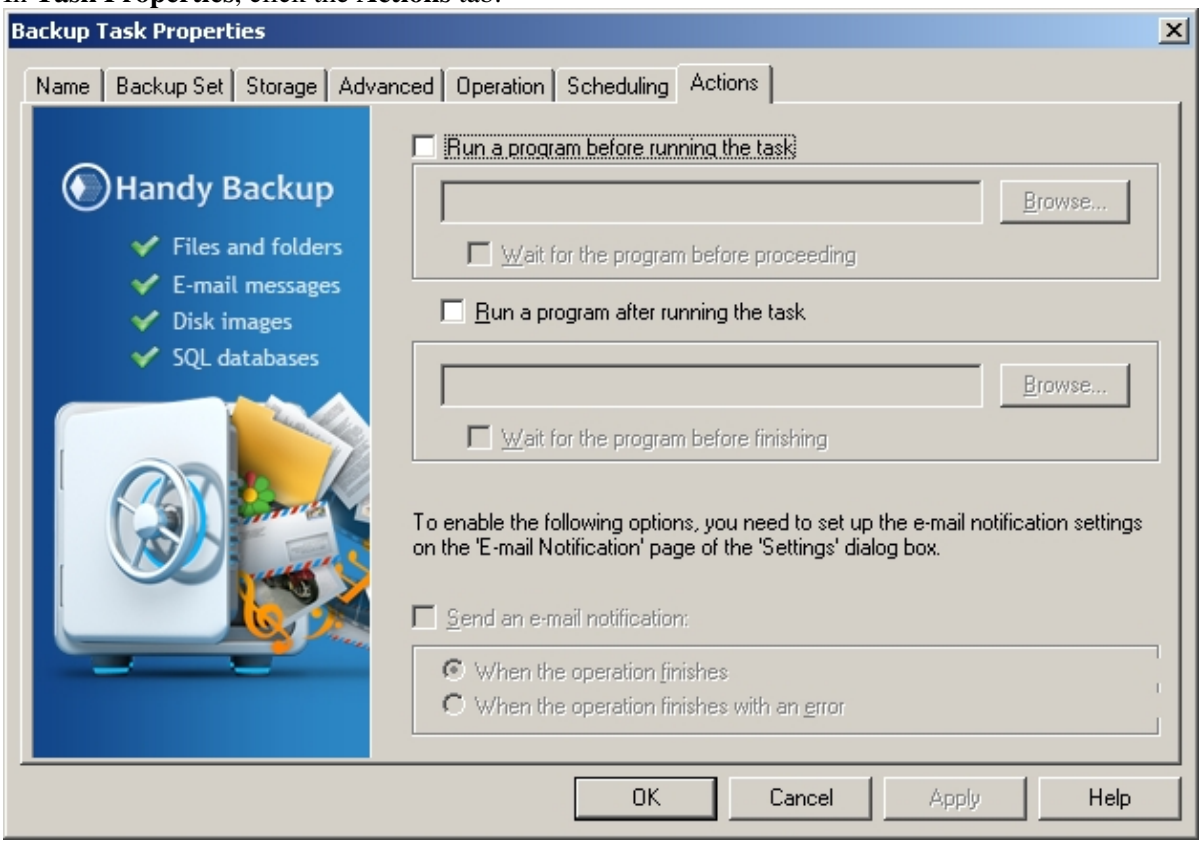
Task properties are divided in six (for unencrypted Restore and Synchronize tasks) or seven (for Backup and encrypted Restore tasks) tabs by categories. Action tab contains settings that allow performing certain actions before or after executing the task. Other tabs contain settings assigned during task creation. Task creation is performed with the help of the New Task Wizard and is described in details in Managing data with Handy

Backup.

Setting Pre- and Post- Actions

To set Handy Backup to perform actions before or after executing the task, follow these steps:

1. In **Task Properties**, click the **Actions** tab.

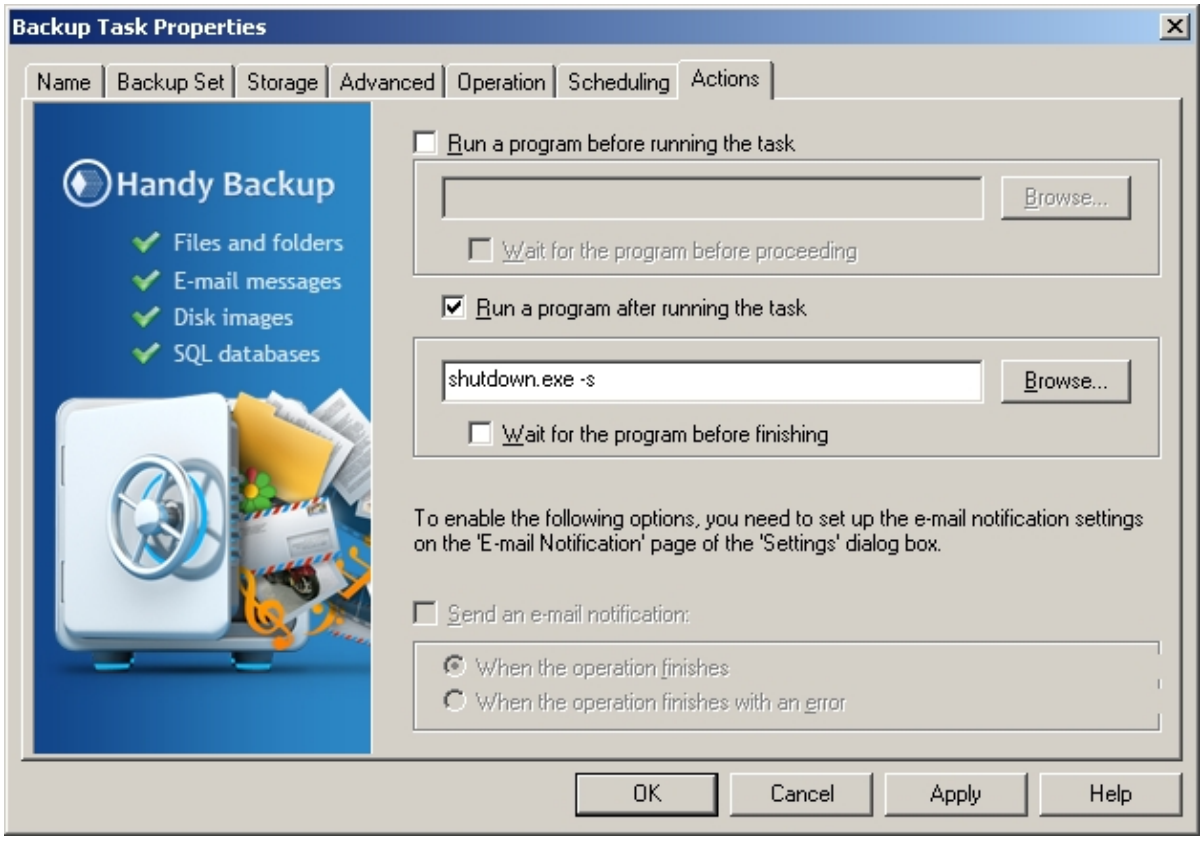


2. Check **Run a program before running the task** if you want Handy Backup to start a third-party application before executing the task. Define the application or batch file to be started. For instance, you may run an antiviral program to ensure that the files included in the backup set are virus free. Check **Wait for the program before proceeding to execute the task** only after the external application finishes its work.
3. Check **Run a program after running the task** if you want Handy Backup to start a third-party application after executing the task. Define the application or batch file to be started. Check **Wait for the program before finishing** to execute the external application only after the task is completed.

Enabling Shutdown after Task Execution

To set Handy Backup automatically turn off the computer after execution of the task, follow these steps:

1. In **Task Properties**, click the **Actions** tab.



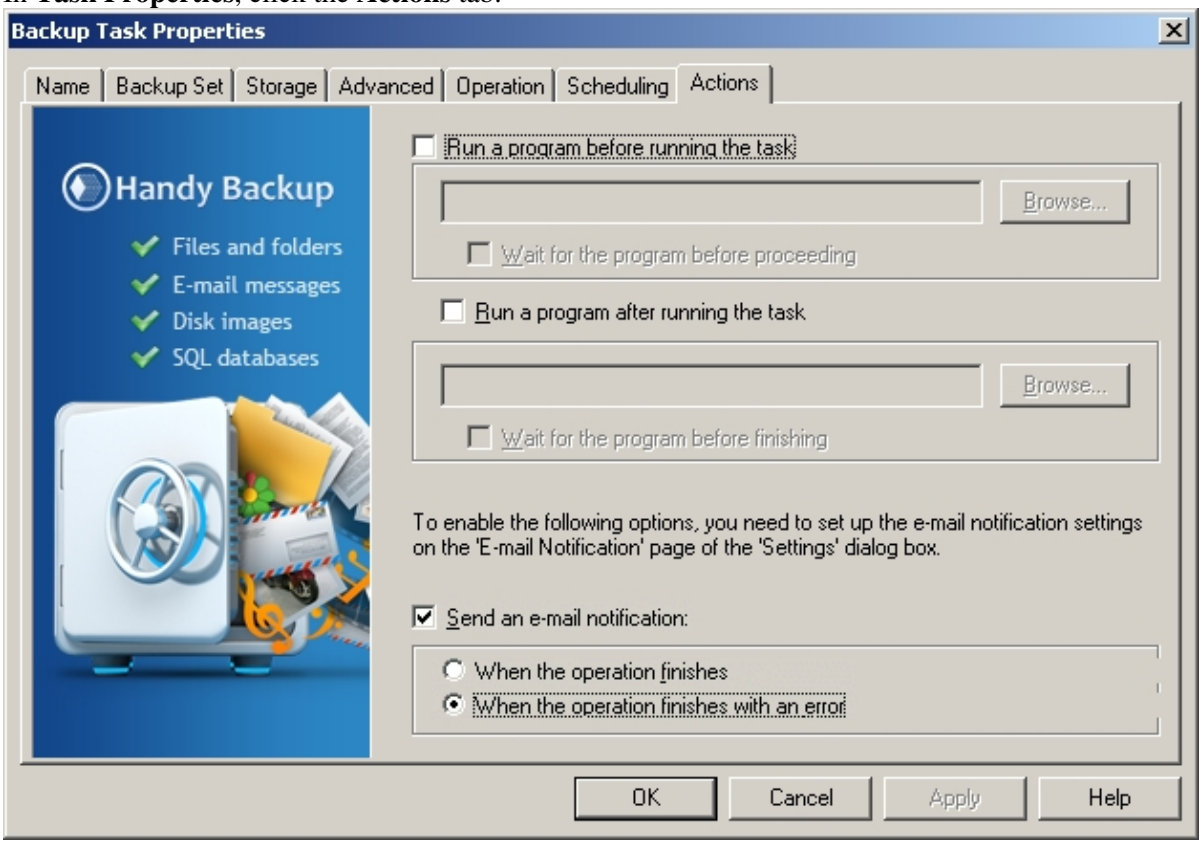
2. Check **Run a program after running the task.**

3. Type *"shutdown.exe -s"*.

Enabling E-mail Notification

To enable e-mail notification, follow these steps:

1. In **Task Properties**, click the **Actions** tab.



2. Check **Send e-mail notification.**
3. Select **When the operation finishes** if you want to receive notifications after each task, or **When the operation finishes with an error** if you want to be notified of incorrectly finished tasks only

Note: To enable e-mail notification you need to specify your e-mail information firstly. This is done in program settings (**File -> Settings**). For details, refer to settings of E-mail Notification.

Settings

Handy Backup has a number of settings that allow tuning Handy Backup appearance and some of its features. To open the Settings window, perform one of the following actions:

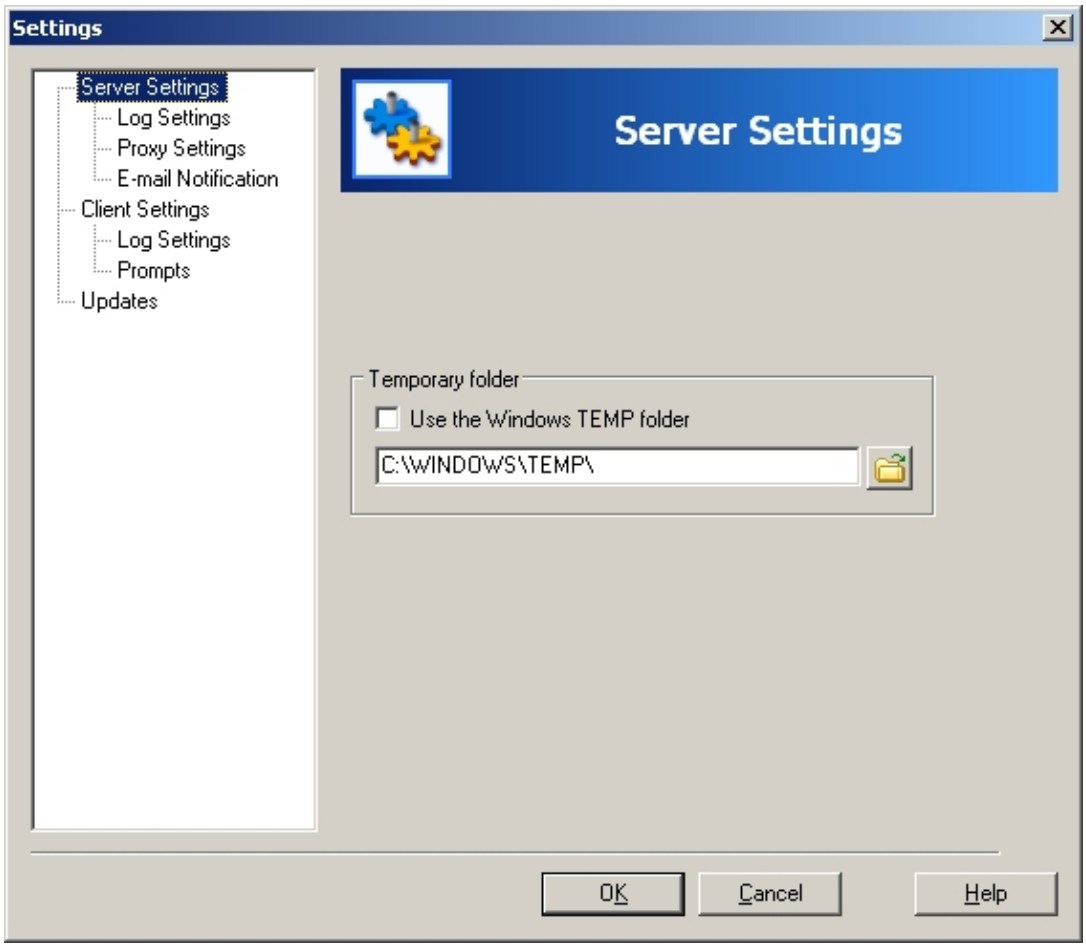
- On the **File** menu, click **Settings**.
- Click the **Settings** button on the program toolbar.

The window contains the list of customizable settings divided into eight categories:

- Server settings - **General settings** are used to configure different aspects of program performance.
  - Log settings - **Log settings** are used to set log size.
  - Proxy Settings - Allows to set the default proxy-server parameters
  - E-mail Notification - **E-mail Notification** is used to receive reports on performed operations via e-mail.
- Client settings - **General settings** are used to configure program clients (**Handy Backup Agent**)
  - Prompts - In **Prompts** you can define if you want to be prompted when stopping a task execution or deleting a task.
  - Log Settings - **Log Settings** are used to tune appearance of the Logs window.
- Updates - In **Updates** you can adjust updates settings.

Server settings

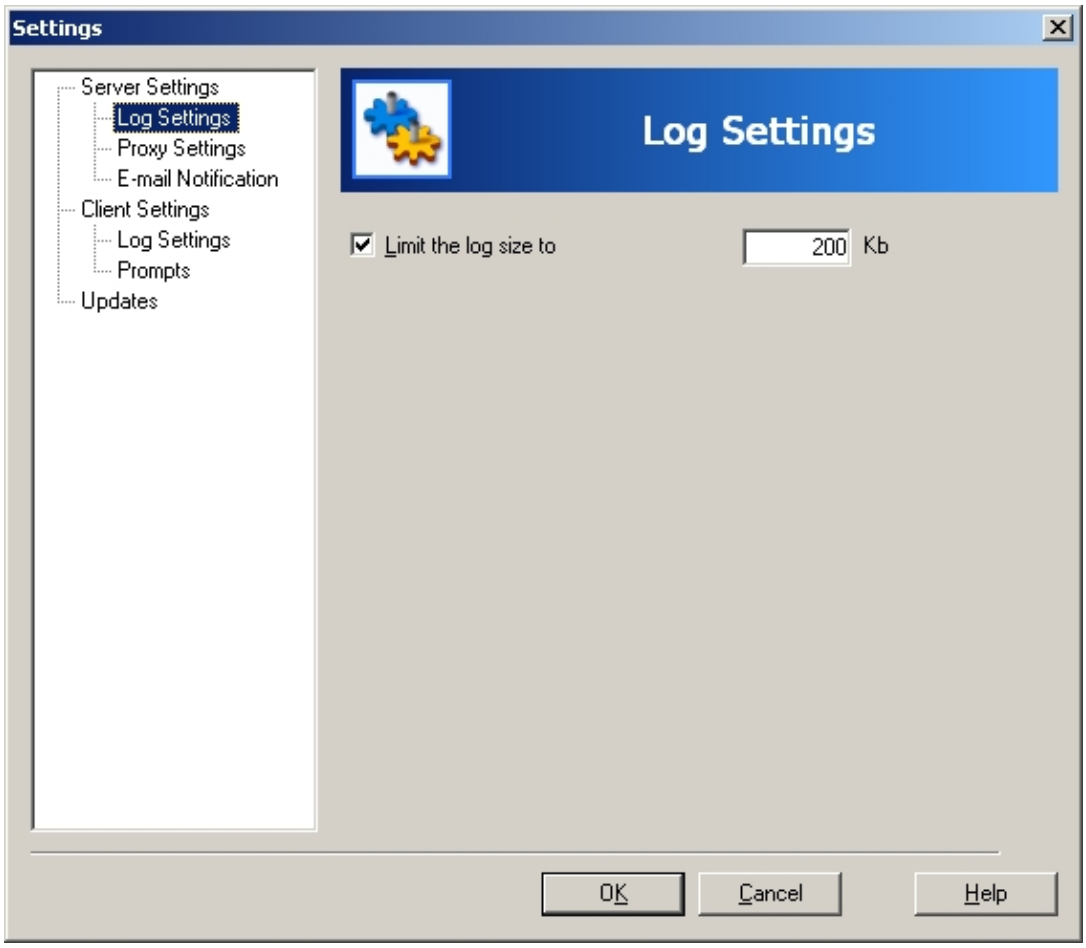
Server Settings are used to configure different aspects of program performance.



- Check **Use the Windows TEMP folder** if you want Handy Backup to use the standard Windows temporary folder. In certain cases, e.g. when you enable compression or encryption, Handy Backup requires a temporary directory to stores temporary files. TEMP folder must be located on a hard drive that has enough free space, or otherwise Handy Backup operations may fail. If you want to select a different folder, uncheck the box, and then type a path or click the **Browse for folder** button to browse for another TEMP folder.

Log settings

Log settings are used to set log size and to tune appearance of the Logs window.

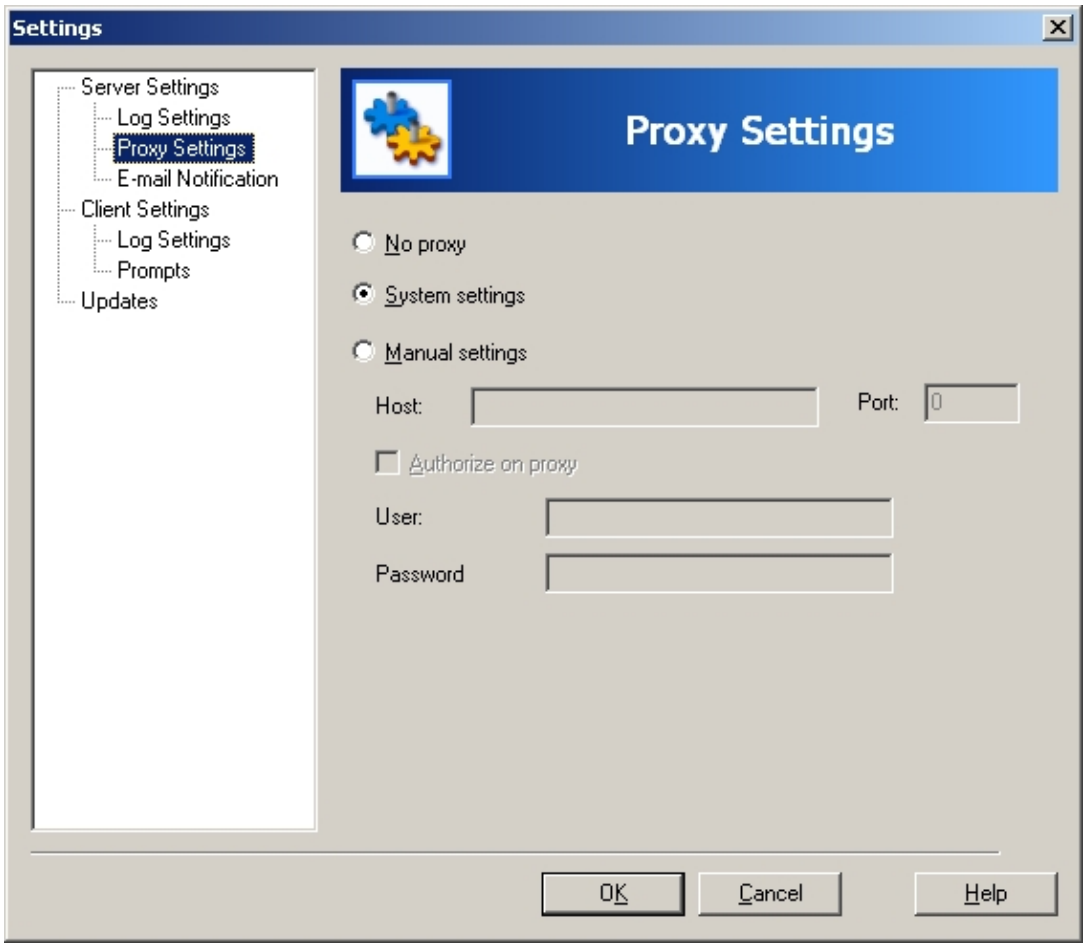


- Check **Limit the log size to** if you want to limit the maximum size of Handy Backup logs on your hard drive. Enter the amount of disk space in the field to the right.

For more details, refer to Log Window.

Proxy Settings

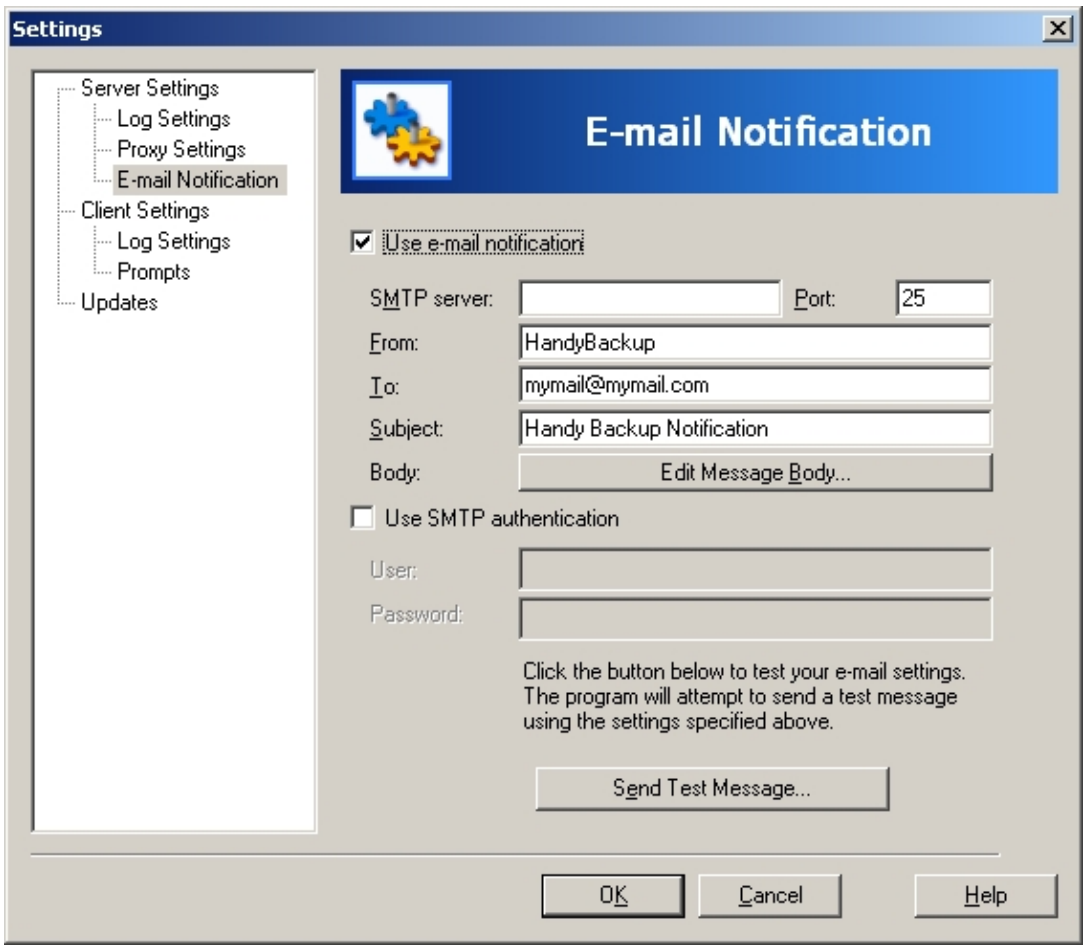
Proxy Settings allow tuning to set the proxy-server parameters.



- Choose **No Proxy** if you don't use proxy.
- Check **System Settings** to use the settings other software use.
- Choose **Manual Settings** to set proxy parameters manually.

E-mail Notification

E-mail Notification is used to receive reports on performed operations via e-mail. This feature allows you to control the progress of all Handy Backup processes even if you cannot access the computer where the program is run.



1. Check **Use e-mail notification** to enable e-mail notifications. Enter the required information into the following fields:
    - **SMTP server:** Your incoming mail server address
    - **From:** Contains a name (Handy Backup by default) that will represent a sender of the report
    - **To:** An e-mail address you would like to receive Handy Backup messages to
    - **Subject:** Message subject
    - **Body:** Click **Edit Message Body** to set up the message appearance including welcome, signature etc.
2. Check **Use SMTP notification** if your SMTP server requires authorization. Enter the required information into the following fields:
    - **User:** User name
    - **Password:** User password

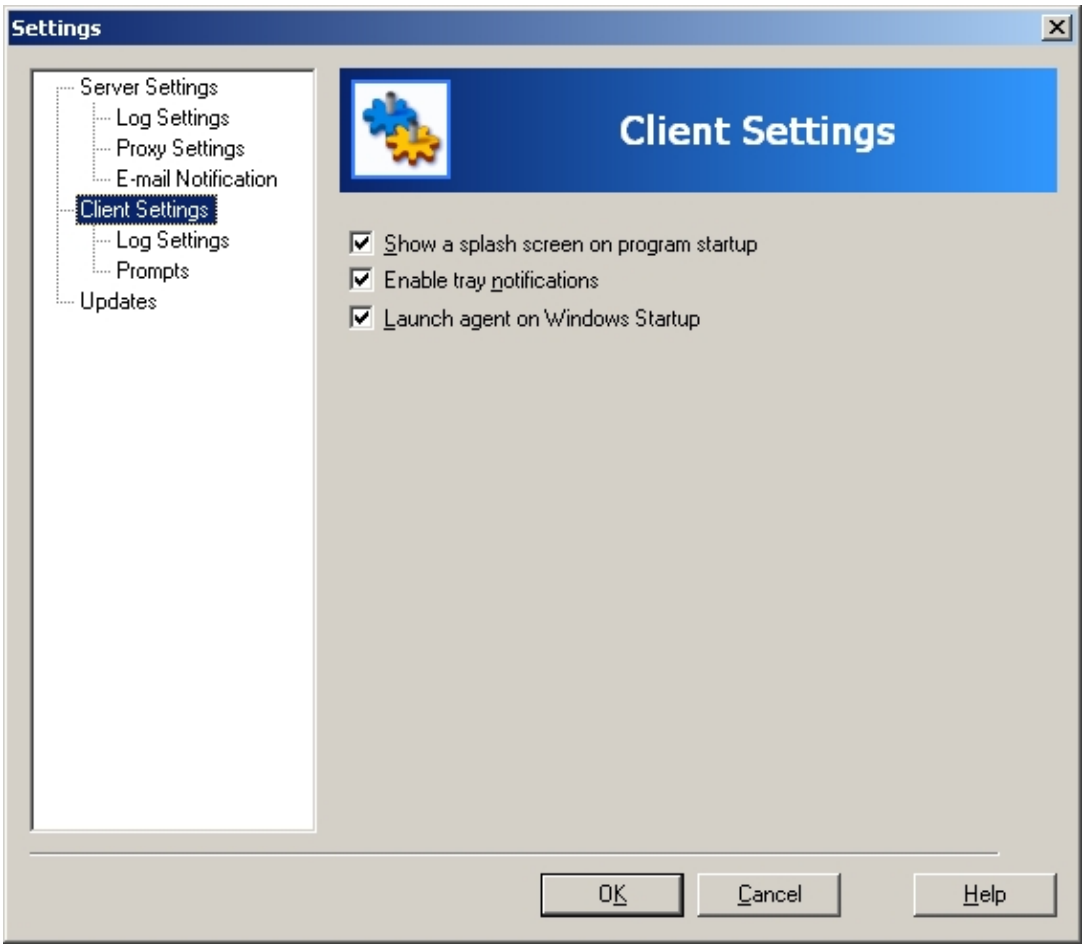
Client Settings

The **Client Settings** tab allows you to configure the program Clients.

- Check **Show splash screen on program startup** to see Handy Backup splash screen on program startup.

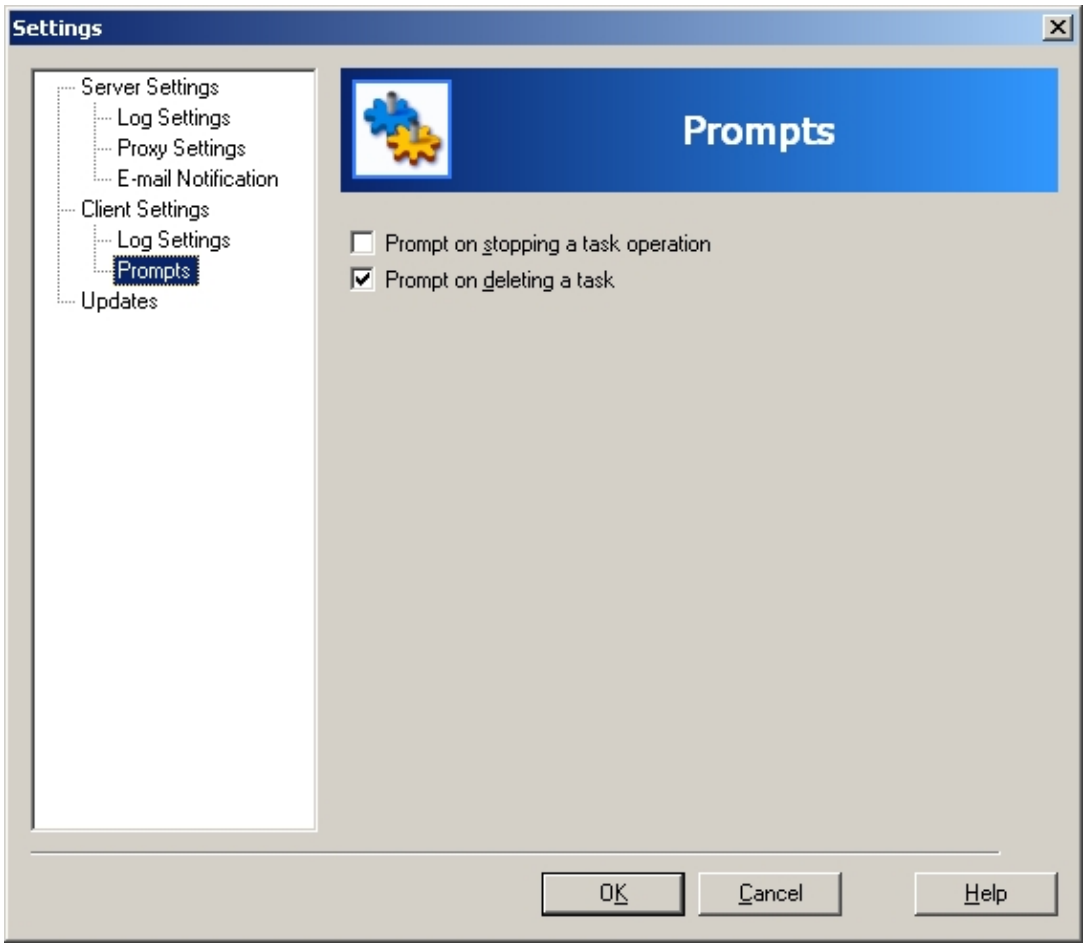
- Check **Enable Tray Notifications** to receive important notifications in system tray.

- Check **Launch agent on Windows Startup** if you want Handy Backup agent to be launched on Windows startup. To learn more, refer to Handy Backup Agent.



Prompts

In **Prompts** you can define if you want to be prompted when stopping a task execution or deleting a task.

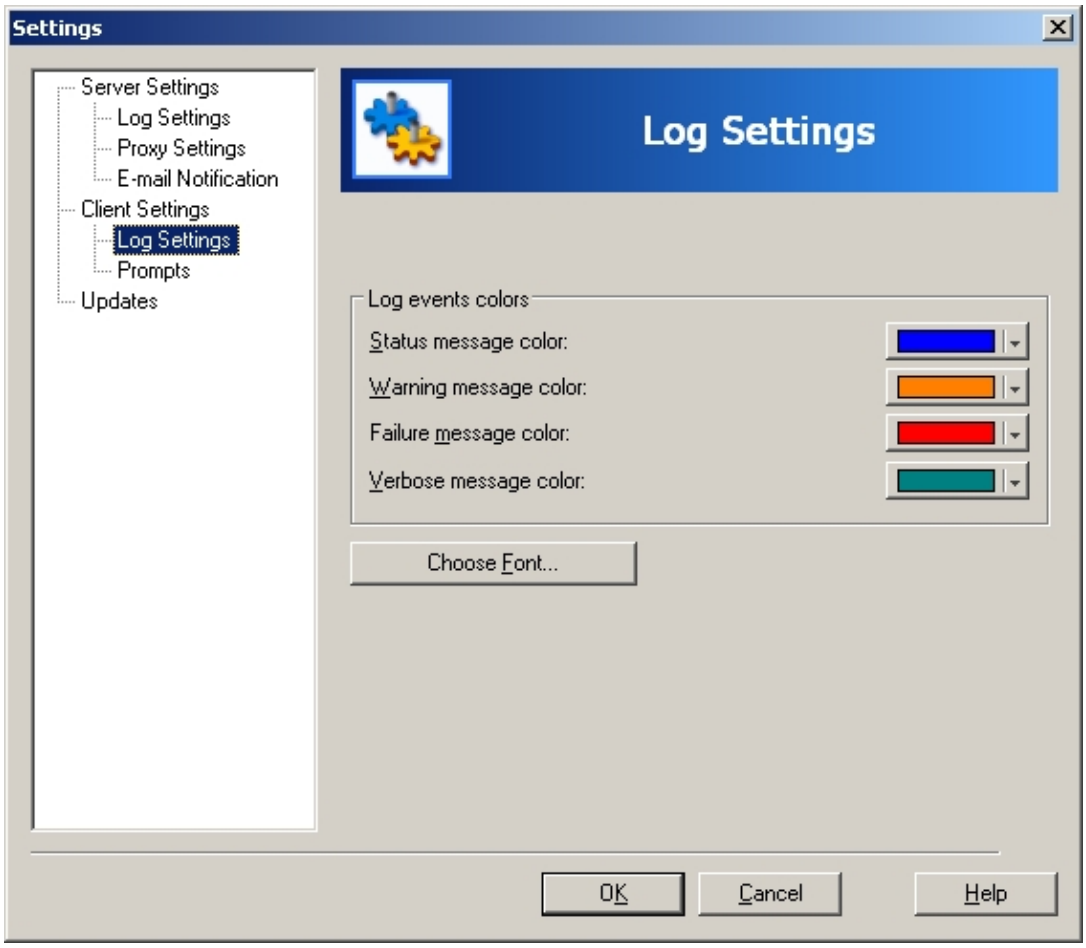


- Check **Prompt on stopping a task operation** if you want to be asked for confirmation before stopping a task.

- Check **Prompt on deleting a task** if you want to be asked for confirmation before deleting a task.

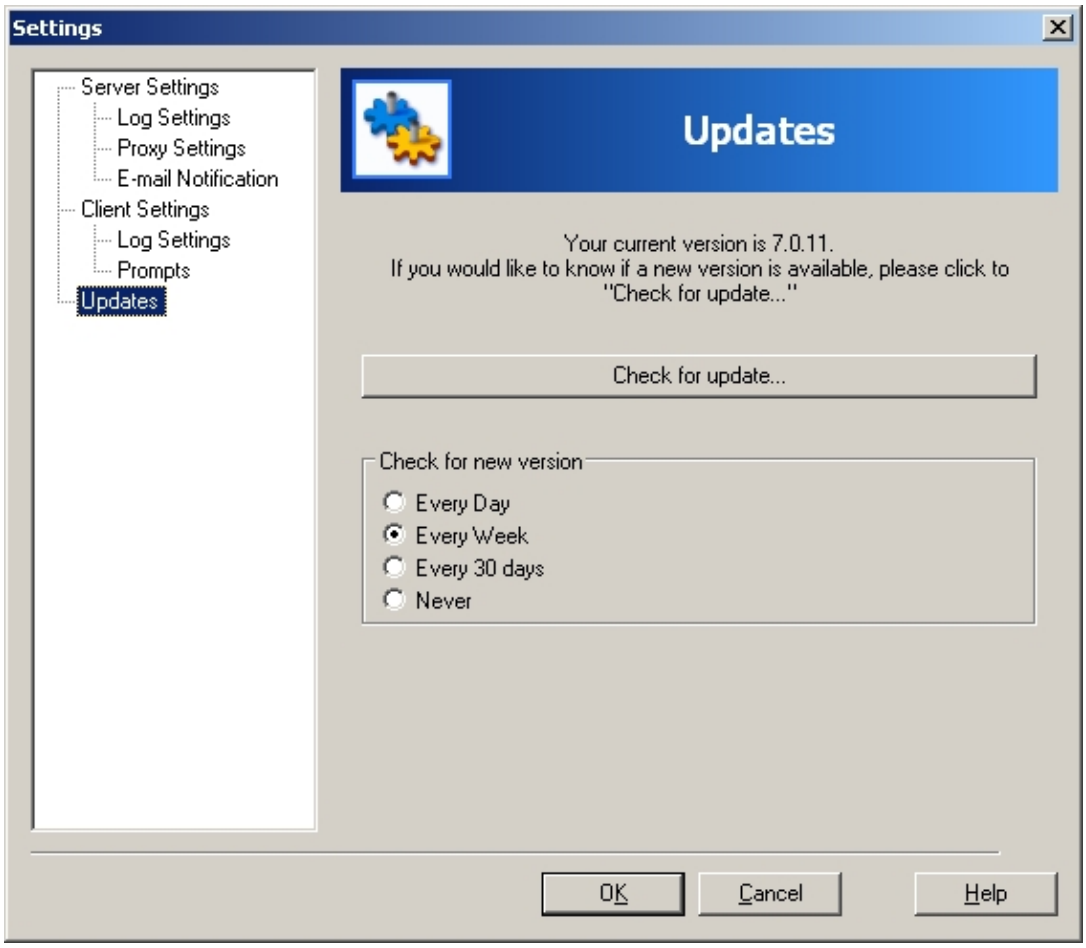
Log Settings

E-mail Notification tab is used to set log text color and appearance.



Updates

In **Updates** you can adjust updates settings.



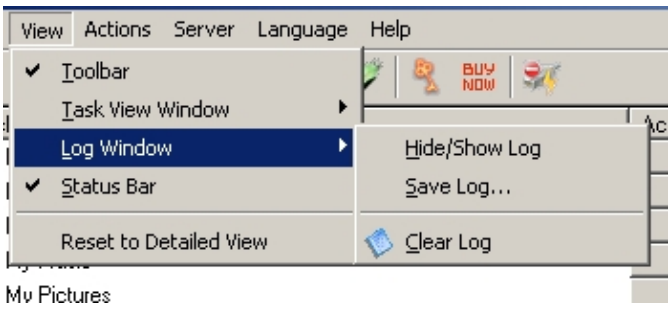
- Check **Check for update** to make the application connect to the Handy Backup website and check if there are any updates available for download.

Select how often the application should check for updates:

- **Every Day**
- **Every Week**
- **Every 30 days**
- **Never**

Main Menu -> View

The **View** menu is used to change Handy Backup appearance.

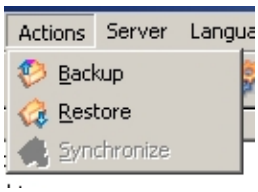


The menu is organized as follows:

- **Toolbar** Shows/hides Handy Backup Toolbar.
- **Task View Window** Shows/hides columns in **Task View** window.
- **Status Bar** Shows/hides Status Bar in the bottom of the main window.
- **Log Window** consists of three submenus.
- **Hide/Show Log** Hides/shows Log View window.
- **Save Log** Saves log to a text file.
- **Clear Log** Clears the Log View window.
- **Reset to Detailed View** Resets program view to default.

Main Menu -> Actions

The **Actions** menu is used to execute tasks.



The menu is organized as follows:

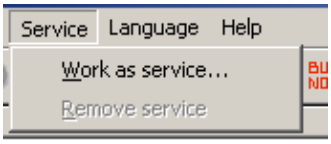
- **Backup** Runs a selected backup task. It can be applied only to backup tasks.
- **Restore** Runs a selected restore or backup task. If the task type is "restore" then it will be done according to its properties. If the task type is "backup", then it restores data to the source.
- **Synchronize** Runs a selected synchronization task.

Note: The **Actions** menu is only one of several ways to execute a task. To learn about running tasks, refer to Running Task.

Main Menu -> Service

The **Service** menu is used to configure program operation as Windows service.

Handy Backup is capable of running as Windows service, which allows executing tasks at specified time, not requiring the user to be logged on.



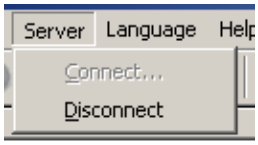
To enable Handy Backup to run as Windows service, perform the following actions:

1. On the **Service** menu, click **Work as Service**.
2. Check **Setup for different user** if you want the application to execute other users tasks when running as Windows service. Click **Check** to check availability of the specified account.
3. Type in the account login information, and then click **Setup**.
4. When the application finishes configuring Windows service, it will be resarted.
5. To stop working as service, in the **Service** menu, click **Remove service**.

Note: The service feature is based on the Personal service technology which is aimed to simplify configuring and handling users' accounts and doesn t violate security in any way.

Main Menu -> Server

The **Server** menu is used to control a connection with Handy Backup Server.

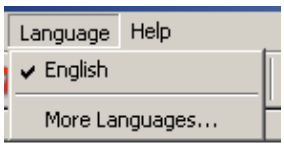


To connect Handy Backup GUI to server run as Windows service, perform the following actions:

1. On the **Server** menu, click **Connect**.
2. Type the **Coordinator host** (address of PC where Handy Backup Server is installed) and choose the **Server Name**.
3. Type in the account login information, and then click **Connect**.
4. When the application finishes configuring Windows service, it will be resarted.
5. To disconnect from server, in the **Server** menu, click **Remove service**.

Main Menu -> Language

The **Language** menu is used to select language used in the program.



Since version 5.5 Handy Backup features multilingual interface which allows selecting language used in the program. If you are using any version of Handy Backup below 5.5 and would like to update the program, read the instructions in the Order section on the Handy Backup website: http://www.handybackup.net/order.shtml

- To change the language of the interface, click it in the menu.

- Click **More Languages** if the language you need is not available in the list. The command will open your default web browser and take you to the web page where you will be able to choose from a complete list of languages on our web site.

  To set up your preferred language, follow these steps:

  1. Download the respective language file from our web site.
  2. Unzip the file and copy it to "Customizes" subfolder in Handy Backup folder ("C:\Program Files\Novosoft\Handy Backup\Customizes\" by default).

The next time you run Handy Backup the language will appear in the **Language** menu.

You can also create your own language interfaces. For details refer to the next section, How to Create Different Language Versions of Handy Backup.

How to Create Different Language Versions of Handy Backup

The user can participate in translating Handy Backup into new languages. More detailed information is given below:

1. All resources for different languages can be found in xml-files that are located in the Handy Backup installation directory, in the subdirectory Customizes.

2. To create a new language version, it is necessary to copy the file "English.xml" to the same directory, rename and translate it. The name of the file will be displayed in the menu Languages of the application and must indicate the language to which the translation has been made.

3. After a new xml-file has been created or modified, it is necessary to restart Handy Backup for the modifications to take effect (the restart is also necessary after switching to a language).

4. When translating original English resources, keep in mind the following information:
    a. It is necessary to translate only text data, located within the elements "string". For example, in the element Backup only the word "Backup" is translated.

    b. The document structure, element names and their parameters must stay invariable.

    c. The parameter encoding in the header of the xml-file must indicate the encoding of national symbols, which will be used for storing text data in the xml document, for example:

    <?xml version="1.0" encoding="windows-1251"?> or <?xml version="1.0" encoding="iso-8859-1"?>

    Note: At the moment, Handy Backup does not support Unicode, this is why xml documents with the values "UTF-8", "UTF-16" (or other Unicode encodings) indicated as the encoding parameter may cause the application failure.

    d. According to the XML notation (http://www.w3.org/TR/REC-xml/), the following symbols must be indicated as predefined entities references and character references:

Line feed
"	"
'	'
&	&
>	>

<	<
\t	

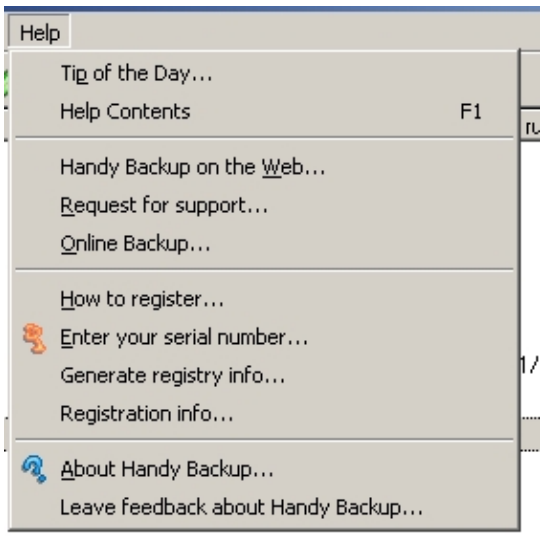
e. The formatting symbols (%s, %d etc) must stay invariable and in the same order in the lines where they are indicated.

f. The symbol "&" (&) usually indicates a hot-key (it is underlined when displayed) for accerting control or a menu item by pressing Alt and a corresponding hot-key symbol. At switching to another language, hot-key symbols must get changed this way to stay unique in the active window.

g. If some lines are missing in any xml-file, or if some lines are not located according to original English resources, the text from original English resources will be displayed.

Main Menu -> Help

The **Help** menu is used to access help, request for support and to register the program.



The menu is organized as follows:

- **Tip of the Day** Gives you a random tip about Handy Backup basics.
- **Contents** Opens contents of Handy Backup help system.
- **Handy Backup on the Web** Opens your default web browser and takes you to the Handy Backup home page: http://www.handybackup.net.
- **Request for support** Creates a letter template addressed to the Handy Backup support service. You can write any questions and suggestions about Handy Backup and send it to the support team. Your feedback will be taken into account as soon as possible.
- **Online Backup** Opens your default web browser and takes you to the information page about Handy Backup Online service: http://onlinebackup.novosoft.net.
- **How to register** Opens your default web browser and takes you to the Handy Backup price list and price information: http://www.handybackup.net/order.shtml.
- **Enter you serial number** Opens a window to input a serial number.
- **About Handy Backup** Provides information about the installed version, copyright holders and the expiration date.

Toolbar

Handy Backup Toolbar contains buttons for most vital actions available in Handy Backup:

The Toolbar is organized as follows:

New Task: starts the **New Task Wizard**. The New Task Wizard works on the step-by-step basis and is used to create all tasks in Handy Backup. See Backing up data, Restoring data, and Synchronizing data for more details.

Execute selected task(s): launches tasks selected in the Task View window. The tasks will be executed even if they were created for a single launch or they are out of their schedule at the moment.

Restore selected task(s) or file(s): runs restore/ backup tasks selected in the Task View window. Restore tasks are processed according to their properties, and data of the backup tasks is restored to the original location.

Stop selected task(s): interrupts running tasks selected in the Task View window.

Task properties: allows viewing or altering task properties. Use this option if you need to change the settings you defined when creating the task.

Refresh selected task(s): checks availability of selected tasks. It determines if files specified in the task (e.g., for backing up or restoring) can be reached. If the task is network-based, Handy Backup initiates connection and checking.

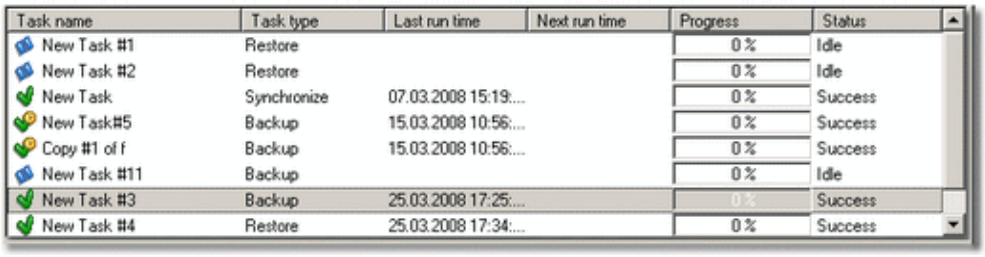
Delete selected task(s): deletes selected tasks.

Settings: sets up Handy Backup parameters and characteristics.

Register now!: opens a window to input a serial number. Refer to Registration for more details.

Task View Window

The Task View window allows viewing information task profiles. The window contains a full list of tasks ever created in Handy Backup, their progress and current status. Generally six parameters of each task are displayed: Task name, Task type, Last run time, Next run time, Progress and Status.



The Task View window allows viewing information task profiles. The window contains a full list of tasks ever created in Handy Backup, their progress and current status. Generally six parameters of each task are displayed: Task name, Task type, Last run time, Next run time, Progress and Status.

- **Task name:** name, given to the task by the user, can be changed in Task Properties.
- **Task type:** type of the task - Backup, Restore, or Synchronization.
- **Last run time:** last time when the task was executed.
- **Next run time:** next scheduled running time.
- **Progress:** the green bar and the percentage indicator show the task progress.
- **Status:** current task status.

There are eight possible statuses for a task:

- **Success:** the operation has been completed successfully;
- **Success:** the scheduled operation has been completed successfully;
- **Error:** the operation has been terminated with an error;
- **Error:** the scheduled operation has been terminated with an error;

- **Scheduled:** the program is waiting to execute a scheduled operation;
- **Idle:** the task is not scheduled and not running;
- **Running:** the program is either performing an operation or refreshing;
- **Stopped:** the operation has been stopped by the user.

Each task has a number of commands that can be performed at any moment. To see the list of available commands, right-click the task to open the shortcut menu:

- **New Task:** does nothing to the task, starts the **New Task Wizard**.
- **Duplicate:** duplicates the task. To learn more, refer to Duplicating task.
- **Backup**, **Restore** or **Synchronize:** if corresponds to the task type, does the same as **Execute** command. If the command is **Restore** and the task type is Backup, runs the corresponding **Restore** task.
- **Refresh:** refreshes the information on all files included into the task in the File View window.
- **Execute:** launches the task. The task will be executed even if it was created for a single launch or is out of its schedule at the moment.
- **Stop:** interrupts the task being in process.
- **Delete:** deletes the task.
- **Properties:** opens the Task Properties window, which allows to view or modify task settings.

Since most of these commands are common for all tasks, they can be applied for several tasks at once. To do so, you need to select tasks with the help of usual Windows selection methods (use **CTRL** to select a single task, **SHIFT** to select a row of consecutive tasks, etc.) and right-click on any of the selected tasks to open the shortcut menu. The menu will display the list of common commands that are available for all of the selected tasks.

Log Window

The Log window provides you details on task progress. It is being updated during the whole task session, and stores results of all actions and operations. To view log of any of the task, select it in the Task View window and it will be displayed.

STATUS:> 12:36:40 ---------- Handy Backup Server 6.0.7 Built on Feb 22 2008 ----------
STATUS:> 12:36:40 ---------- Handy Backup Server 6.0.7 Built on Feb 22 2008 ----------
2008-03-03 12:37:48 SESSION STARTED
STATUS:> 12:37:48 Backup operation started on Monday 03.03.2008 12:37:47
STATUS:> 12:37:48 Storage : LAN, Fixed drive, "c:\1\1\111\sadf"

As the Log window is not a necessary part of the program s operation, you can choose whether it will be shown or not.

- On the **View** menu, point to **Log Window**, and then click **Hide/Show Log**.

There is a number of commands regarding Logs that can be performed at any moment.

To save log perform one of the following actions:

- On the **View** menu, point to **Log Window**, and then click **Save Log**
- Right-click in the Log window to open the shortcut menu, and then click **Save Log**

The program will open the **Save As** dialog to save the log in a text file.

To clear log perform one of the following actions:

- On the **View** menu, point to **Log Window**, and then click **Clear Log**
- Right-click in the Log window to open the shortcut menu, and then click **Clear Log**

To copy log to the clipboard:

- Right-click in the Log window to open the shortcut menu, and then click **Copy**

To tune appearance of the Log window:

- Right-click in the Log window to open the shortcut menu, and then click **Colors**

For more details on adjusting logs settings and Log window appearance, refer to Log Settings.

Hot Keys

Handy Backup supports a number of hot key assignments that can be used in Handy Backup s interface. Hot keys are not case-sensitive and can be used at any time when the program allows the command execution.

Task management hotkeys:

- **Ctrl+N** Starts the **New Task Wizard** to create a new task;
- **Ctrl+F5** Executes task or tasks selected in the Task View window
- **ESC** Interrupts task or tasks selected in the Task View window
- **DEL** Deletes task or tasks selected in the Task View window
- **F5** Refreshes task selected in the Task View window. Can be applied to a single task only
- **Alt+ENTER** Opens task properties to view or modify the task selected in the Task View window

General hotkeys:

- **Alt+F7** Opens the program settings
- **F1** Opens the program help file
- **Alt+F4** Closes Handy Backup without stopping the Handy Backup Agent

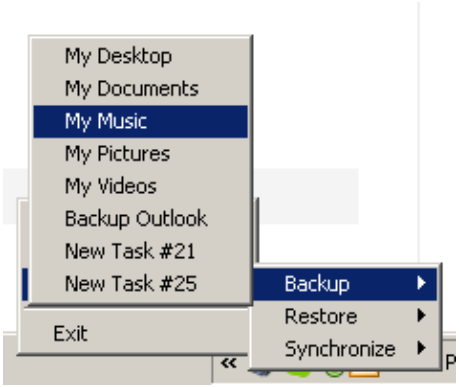
Handy Backup Agent

When you start Handy Backup, Handy Backup agent icon appears in the system tray. It doesn't require much system resources and has the following functions:

- Indicates that Handy Backup is running;
- Enables the program scheduler to work;
- Allows opening the program window by double-clicking the agent icon;
- Allows using the agent menu. To learn more, refer to the next section Agent Menu.

Agent Menu

To open the Agent menu, right-click the agent icon in the system tray. The list of available commands will appear.



- **Open Handy Backup:** opens the program window if it s closed or minimized.
- **Execute all tasks:** executes all tasks simultaneously.

Note: This command can t be used if you have more than one task working with CD/DVD drive. Only one task that will be first to lock the CD drive will be executed.

- **Execute:** allows executing any specific task or running FTP Rebind.

FTP Rebind synchronizes local information about the backup set with files existing on an FTP server. This allows you to reduce execution time of a new task by performing incremental backup instead of full one.

Usage of the **FTP Rebind** function is done in the following way:

1. Manually copy data you want to back up from your computer to an FTP server.
2. Create a backup task for the data on the FTP server. Do not launch this task.
3. Use FTP Rebind to create *backup.hbi* file without actually performing time-consuming backup operation.

After applying the FTP Rebind function you will be able to perform incremental backup and back up only new and updated files of your computer.

- **Exit:** exits the application (the program will be terminated and the agent will disappear from the system tray).

Command Line

Handy Backup can perform a number of operations through the use of the command line, which allows you to manage tasks without opening the program's graphical interface. In different versions of Handy Backup this can be done in different ways.

Using Command Line Interface in Versions 6.3 and Higher

Since version 6.3 Handy Backup comes with a special utility called Handy Backup Console Client (hbcc.exe). It allows managing Handy Backup tasks through certain keys which can be either in full or contracted form (for instance, "-Execute" or "-e"). The syntax is as follows:

Usage: *hbcc <key>[<tasks>]*

<key>	**Command**
--Help(-h)	Displays this syntax
--Execute(-e) <tasks>	Execute specified tasks by name
--ExecuteId(-ei) <tasks>	Execute specified tasks by id
--ExecuteAll(-ea)	Execute all tasks
--Stop(-s) <tasks>	Stop specified tasks by name
--StopId(-si) <tasks>	Stop specified tasks by id
--StopAll(-sa)	Stop all tasks
--Delete(-d) <tasks>	Delete specified tasks by name
--DeleteId(-di) <tasks>	Delete specified tasks by id
--DeleteAll(-da)	Delete all tasks
--List(-l)	List all available tasks
--Close(-c)	Close server

<tasks> is space separated list of task names, or IDs

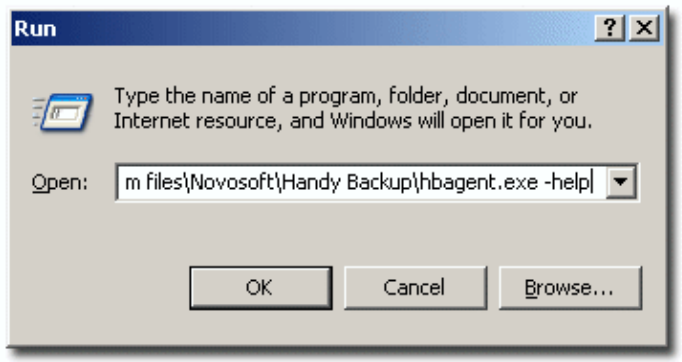
Note: The **Execute All** command cannot be used if you have more than one task working with CD/DVD drive. Only one task that will be first to lock the CD drive will be executed.

Managing tasks by using the command line can noticeably fasten all of your backup processes. For instance, you may create a shortcut allowing you to back up your entire hard drive. To do so, just create the corresponding task, then create a shortcut launching that task (hbcc.exe e <task>) and place it on the desktop. Next time you will need to back up your hard drive, simply double-click the shortcut.

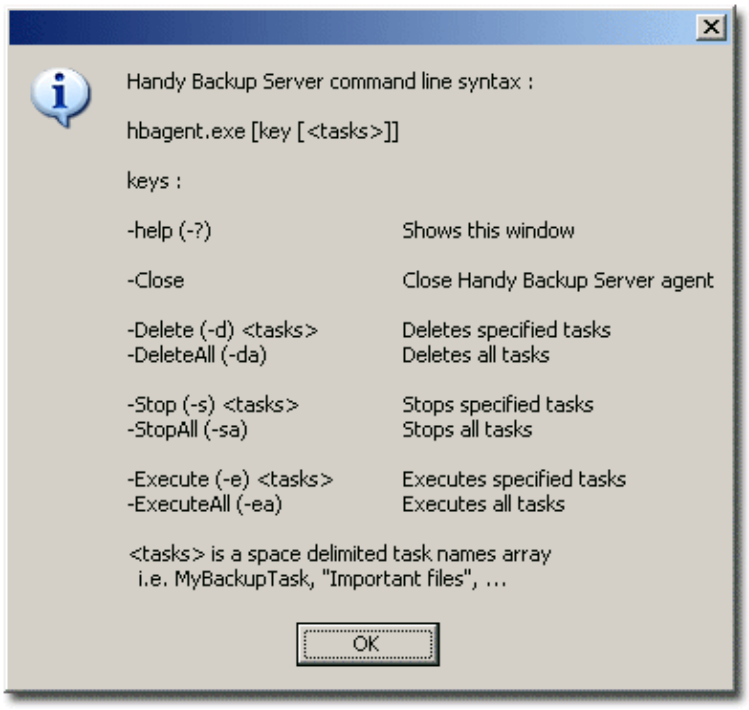
Using Command Line Interface in Versions 5.8 and Lower

If you are using Handy Backup of version 5.8 or lower, Handy Backup can be managed with Handy Backup Agent (hbagent.exe). To open the window describing the command line syntax, follow these steps:

1. On the **Start** menu, click **Run**.
2. Type a path or browse for the Handy Backup Agent execution file (hbagent.exe).
3. Add the -help or -? key and then click **OK**.



The window with Handy Backup command line syntax will open.


Handy Backup Server command line syntax :
hbagent.exe [key [<tasks>]]
keys :
-help (-?) Shows this window
-Close Close Handy Backup Server agent
-Delete (-d) <tasks> Deletes specified tasks
-DeleteAll (-da) Deletes all tasks
-Stop (-s) <tasks> Stops specified tasks
-StopAll (-sa) Stops all tasks
-Execute (-e) <tasks> Executes specified tasks
-ExecuteAll (-ea) Executes all tasks
<tasks> is a space delimited task names array
i.e. MyBackupTask, "Important files", ...
OK

Backup Extras

Handy Backup comes in multiple editions which differ in features and data presets available for backup. To learn about functionalities of different Handy Backup editions refer to Comparison Chart.

Backup presets are items shown in the selection menu during the process of backup task creation. The basic principle is that the user only specifies the item he wants to include to backup and Handy Backup automatically locates the needed files and adds them to the backup set. Below is a list of common items that can be backed up in any edition:

- Files, folders and FTP files
- Windows registry
- Desktop
- My Documents
- Favorites
- Microsoft Outlook files
- Outlook Express files
- ICQ files

Apart from the items listed above, Handy Backup can back up different frequently used applications such as design tools, instant messengers, mail clients, etc. This is done through the use of backup plug-ins which exploit files-based backup method. To learn more, refer to Plug-Ins.

In Handy Backup, the term upgrade doesn t imply installation of new or modification of the original software, which is called update (to learn more, refer to Updates). Each Handy Backup license is prescribed to a specific computer, and the functionality of each program copy is strongly bound with its registration serial number. When you purchase an upgrade, you don t get any software packs to update the program: what you receive is an update of your registration key in our customer database (e.g. the information about the features your serial number allows using in Handy Backup).

The following features and backup plug-ins require the presence of the appropriate upgrades, e.g. they can be used only if they are prescribed to your registration number in our database:

- Support for DVD, Blu-Ray and HD DVD as storage media;
- Support for SFTP server as storage location;
- Disk Image plug-in. This plug-in is used to create drive image backup with all applications and system records.
- Database backup plug-in. This plug-in allows backing up databases that support the Open Database Connectivity (ODBC) driver.
- MS Exchange backup plug-in. This plug-in allows backing up the popular Microsoft messaging and collaboration service.

- MSSQL/MySQL/Oracle/DB2 backup. Unlike database backup plug-in which uses the ODBC protocol, these plug-ins exploit the native API and allow to backup the most popular database managements systems.

Note: During the 30-days trial period of the program, all these features are available. If you want use some features not available within the Handy Backup Standard functionality you need to purchase them as an additional upgrade. The latest information about upgrades is always available in the Order section.

Note: Some of the above listed features may be unavailable in early versions of Handy Backup. To learn about updating Handy Backup, refer to the next section Updates.

Updates

Handy Backup is constantly developing to keep in step with the evolving computer technologies. The latest version of the program is always available for download at the product website http://www.handybackup.net. To check for newer versions of Handy Backup, go to **Settings**, click **Updates**, and then click **Check for update** Setting automatic checking is done in the same window. For more details, refer to Settings -> Updates.

In some cases Handy Backup may require to repeat registration procedure after the update. Usually this happens if the newer version has gained new functionalities or undergone some major changes and the update needs to be purchased. The price (or its absence) of updates is set in accordance with the following policy:

- Any changes that are not related to the feature set you use come free of charge. All you need to do is download the new version and install it instead of the old one. For details, refer to Updating from Earlier Versions.

- If the new version contains only bug fixes, or minor changes (secondary features) it also comes free of charge.

- Major changes that affect all editions of the program usually require the user to pay for updating the registration key to the latest version.

Note: If you are satisfied with the functionality of the version you have, you may choose to not update it. Moreover, you can always download the latest version that doesn t require you to pay for updating your registration number in the Download section on the product website: http://www.handybackup.net/download.shtml.

Note: All users of Handy Backup are entitled to free technical support, independently from the version of program they use.

The latest information about upgrades is always available at http://www.handybackup.net/order-upgrades.shtml.

Image Backup

Handy Backup allows you to create an exact copy of your entire hard drive or its partitions by duplicating their physical contents sector by sector. Image backup is a low-level disk copying which gives no regard to separate files, and therefore no data can be missed. The resulting image contains not only common files and folders, but also system and hidden files, compressed and encrypted files and even boot records. This enables you to restore your system to the working state after fatal system errors or hard drive crashes.

Before you create a hard disk image backup task, please read the following two sections:

- Before You Back up
- Where to Back up

To perform backup of your hard drive or its partitions, follow these steps:

1. Launch the **New Task Wizard**.
2. Select **Backup Task**, and then click **Next**.
3. Select **Disk Image**. The list of available for image backup devices will appear.

   The devices are presented in the tree form and include all hard drives and partitions, including external USB and FireWire drives.
4. Check each device you want to back up, and then click **Next**.

   Note: When you check the entire hard drive, its partition table is included into the backup set automatically. Backing up partition table is required for configuring the partitioning during restoration.
5. Select destination on third step and **Full Backup**, then click **Next**.

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data.

Before You Back Up

To perform an image-based backup, you need to observe two conditions:

1. The hard drive or partition that is going to be backed up has to remain unchanged during the backup process and shouldn t have any applications - **including Handy Backup and the operating system** - running on it.

   We recommend closing all running applications to make sure that they won t affect the partition that is being backed up.

2. The location of Handy Backup Temporary Folder cannot be set to the hard drive or partition that is going to be backed up.

To change the current Temporary Folder, follow these steps:

1. On the **File** menu, click **Settings**, or click the **Settings** button on the program toolbar.
2. Click **General Settings**.

3. Check **Use the Windows TEMP folder** if you want to use the default Windows temporary folder, or specify your own temporary folder. Remember, that it mustn t be located on the partition that you are going to back up.

Where to Back Up

Backup image can be stored on any kind of storage media supported by Handy Backup, such as local or network hard drives, CD/DVD, FTP/SFTP, etc. However, you need to make sure that **the partitions you are going to back up are not assigned as backup destinations**, and will remain unchanged during the backup process.

Note: Since image backup usually requires a lot of free disk space, make sure that the storage media is large enough.

When backing up to CD/DVD, Handy Backup allows you to divide the image into several parts to fit the capacity of discs. If you burn your image backup to several removable media, be sure to number them, since you will have to insert them in order during the restoration.

Hard Drive Restoration

After you have created a backup copy of your hard drive (or a partition of your hard drive) you can restore all information including data files and system settings. For successful restore of a hard drive or drive partition the following two conditions must be observed:

1. Make sure that the partition that you are going to restore exists on your Hard Drive. For example, if you restore disk D of your hard drive, you need to make sure that disk D is available on your computer.
2. After you have restored the hard drive, at first you won't see any changes. To make the new settings take effect, perform one of the following actions:
    1. Run disk check on the restored drive;

    On the **Start** menu click **Run**, and then type *"chkdsk X: /f"* where X is drive letter.
    1. Disconnect and connect the device again (if you're working with an external drive or flash drive);
    2. Reboot the computer.

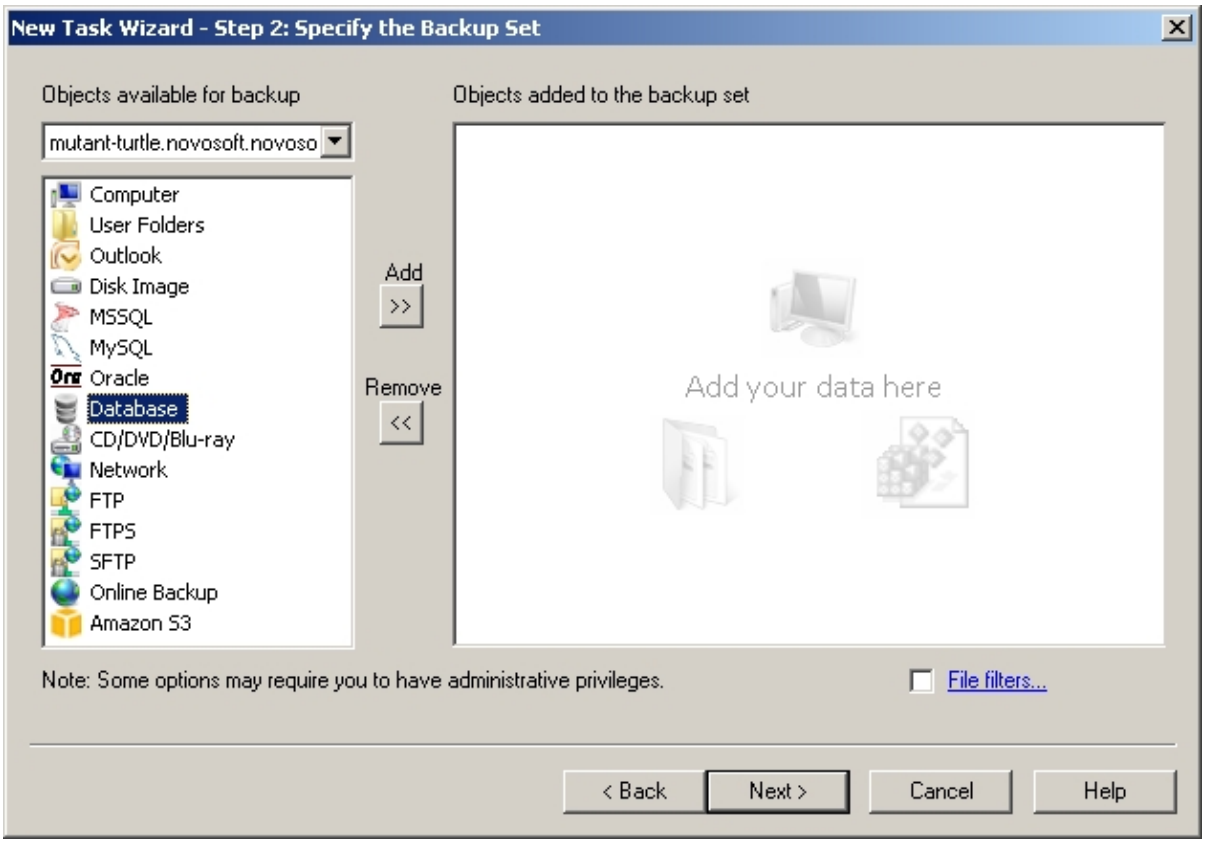
Note: To make Handy Backup perform disk check automatically, you can create a batch file with the above command and enable its execution after completing the task. For more details, refer to Setting Pre- and Post-Actions

Database Backup

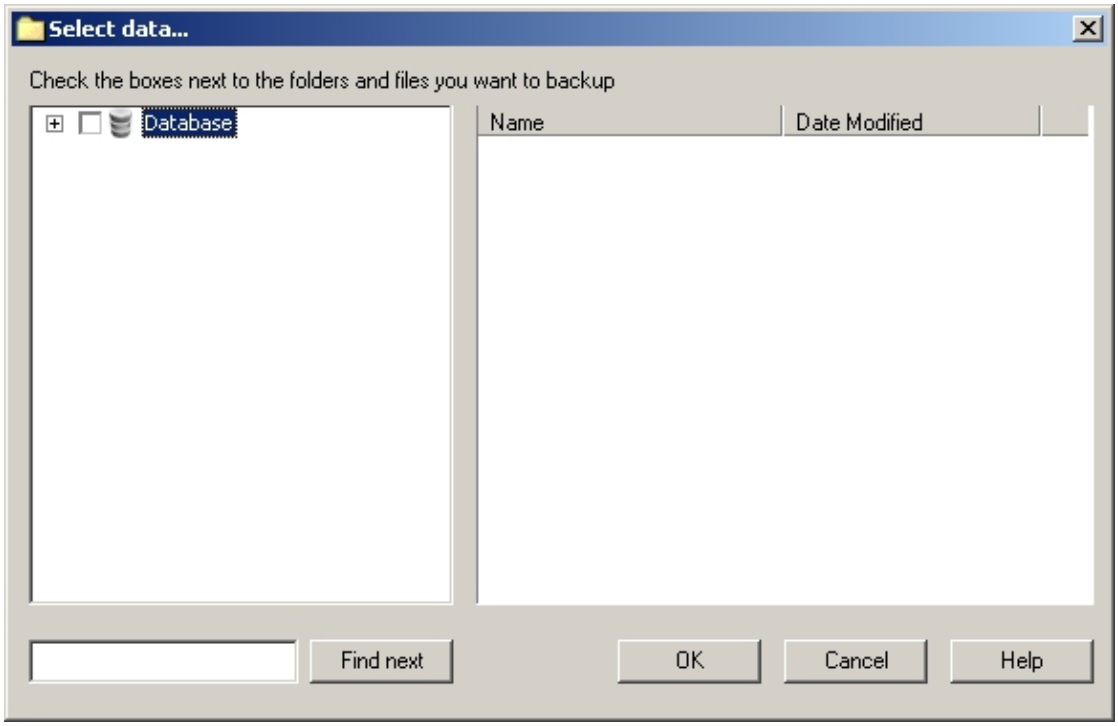
Handy Backup features ability to backup databases that support Open Database Connectivity (ODBC) driver. The most popular ODBC compatible databases are Oracle, MySQL and MS SQL.

To back up these databases, follow these steps:

1. Launch the **New Task Wizard**.
2. Select **Backup Task**, and then click **Next**.



3. Select **Database**. Data Source Selection window will appear.
4. Select the desired data source, and then click **OK**. The data from the database will be added to the backup set.



Note: Database plugin can only back up database tables. It cannot back up store procedures, views, functions, triggers etc from the database.

5. If you want to exclude one or several database tables from the list, expand the tree panel and uncheck the respective boxes.
6. When finished, click **Next**.

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data.

Lotus Notes Backup

Handy Backup features ability to back up databases of Lotus Notes version 6.5 and higher. You can perform either full backup of all Lotus Notes files or selective backup of specific file categories such as contacts, logs, journal entries, emails, etc.

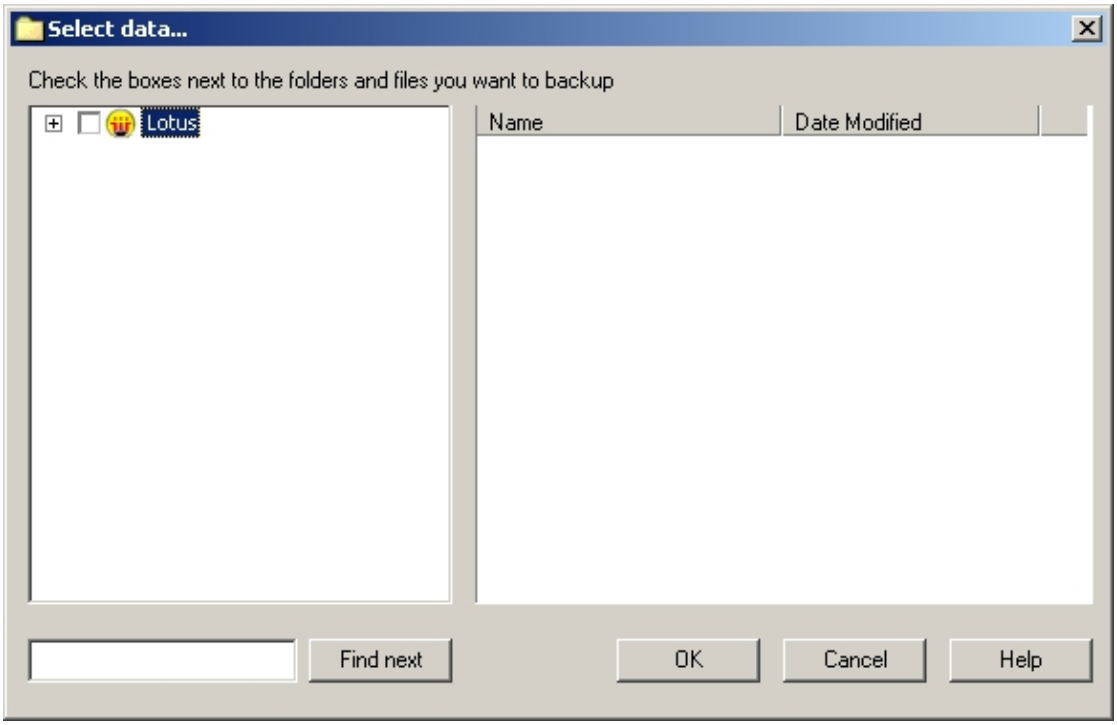
To be able to add Lotus Notes to the backup set, you need to write the root directory (the directory where nlsxbe.dll is located) of Lotus Notes in the Path Environment variable. To do it, follow these steps:

1. Right-click **My Computer** to open the shortcut menu, and then click **Properties**.
2. On the **Advanced** tab, click **Environment Variables**.
3. In the **System Variables** box, select **Path**, and then click **Edit**.
4. In the **Edit System Variable** dialog, add Lotus Notes directory path in the end of the **Variable Value** field (type a semicolon and then the path without spaces), and then click **OK**.

Note: The procedure described above is applicable to Windows XP, if you are using a different operating system you may find slight differences in the System Properties interface.

After you have added Lotus Notes Directory to System Path variable, you can perform Lotus Notes backup. To add Lotus Notes data to the backup set, follow these steps:

1. Launch the **New Task Wizard**.
2. Select **Backup Task**, and then click **Next**.
3. Select **Lotus Notes**.



4. Expand the tree panel to see the list of Lotus Notes file categories available for backup. To exclude one or several items from the backup set, uncheck the respective boxes. When finished, click **OK** and

Next.

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data.

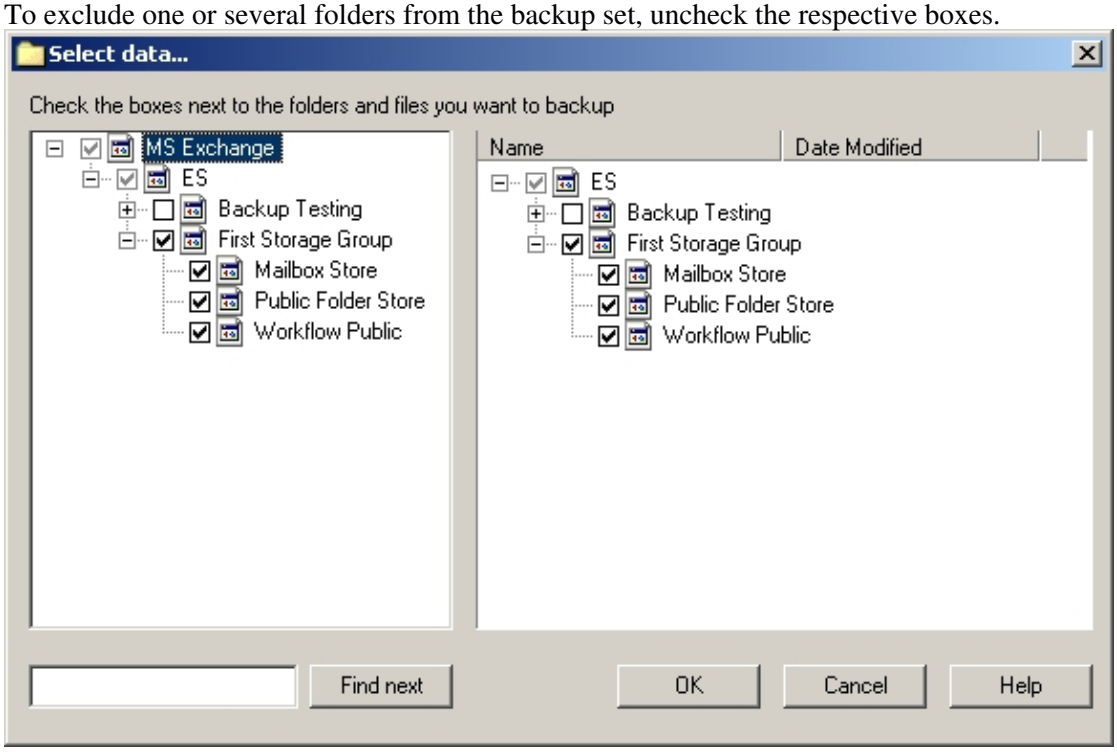
MS Exchange Backup and Restore

Before you back up MS Exchange servers, make sure that your system configuration observes two conditions:

1. The firewall must allow Handy Backup to access local area network and connect to the MS Exchange servers.
2. Handy Backup must be run under a user account that has Microsoft Windows server operating systems Backup and Restore privileges.

To perform backup of MS Exchange Server, follow these steps:

1. Launch the **New Task Wizard.**
2. Select **Backup Task**, and then click **Next.**
3. Select **MS Exchange.**
4. Expand the tree panel to see the list of MS Exchange servers that are currently available for backup. To exclude one or several folders from the backup set, uncheck the respective boxes.



All Exchange servers have a mailbox store and a public folder store. Mailbox stores are used to hold private data, whereas public folder stores contain public and shared information that can be accessed by multiple users. To exclude one or several items from the backup set, uncheck the respective boxes.

6. When finished, **click Next.**

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data

MS Exchange database restore

The restore procedure of MS Exchange requires some preparations to be done before executing the restore task. To ensure successful restoration of your MS Exchange Please backup, follow these steps:

1. Click the **Start** button, and then point to **All Programs**. Point to **Microsoft Exchange**, and then click **System Manager**.
2. If the **Administrative Groups** branch is in the left pane, expand it, and then expand the appropriate administrative group branch, also expand the **Servers** branch, and then expand the appropriate server branch. If the **Administrative Groups** branch is not there, expand the **Servers** branch in the left pane, and then expand the appropriate server branch. To expand a branch, double-click the branch or click the "plus" to the left of the branch.
3. For each database that you want to restore, expand the associated storage group branch, right-click the database, and then click **Dismount Store**. In addition, right-click each database, select **Properties**, select the **Database** tab, make sure that the **This database can be overwritten by a restore** box is checked, and then click **OK.**

After you have completed the preparatory tasks, you can launch the restore operation.

Handy Backup Help: Oracle Backup

Handy Backup features **Oracle Backup** plug-in which allows backing up Oracle DBMS that can be physically stored on both local and networked server. The explicit procedure of configuring and performing Oracle backups is described in the next two sections:

1. Configuring Oracle Backup
2. Backing up and Restoring Oracle Databases

Configuring Oracle Backup

The Oracle Backup plug-in allows you to back up data stored and used by Oracle database without stopping the service. Currently, Handy Backup allows you to back up the following data:

- All database tables
- Archive logs before and after backup
- SPFILE
- Controlfile
- Settings and preferences
- Passwords

To learn how to configure Oracle backup with Handy Backup, please read the instructions on this page and follow them carefully.

To learn about the very processes of backup and restoration of Oracle database, please refer to Backing up and Restoring Oracle Databases.

Configuring Hot Oracle Database Backup

In order to make hot Oracle backup, it is necessary to enable the **ARCHIVELOG** mode. If the database runs in the **NOARCHIVELOG** mode, then it will be stopped, backed up, and then started again.

To check the current active mode, use the following SQL query:

SQL> select log_mode from sys.v$database;

If the value of **LOG_MODE** is **NOARCHIVELOG**, then you need to change it through the following query:

SQL> alter database archivelog;

Note: To change the mode, your Oracle database instance must be mounted but not open. If it is open, you need to shutdown it, startup it with the **mount** option, enable the ARCHIVELOG mode, and then open the database for normal use:

SQL> shutdown immediate;

SQL> startup mount;

SQL> alter database archivelog;

SQL> alter database open;

Configuration of Remote and Local Oracle Backup

If you use Handy Backup Server, it is possible to back up Oracle databases running on a networked computer. To do it, follow these steps:

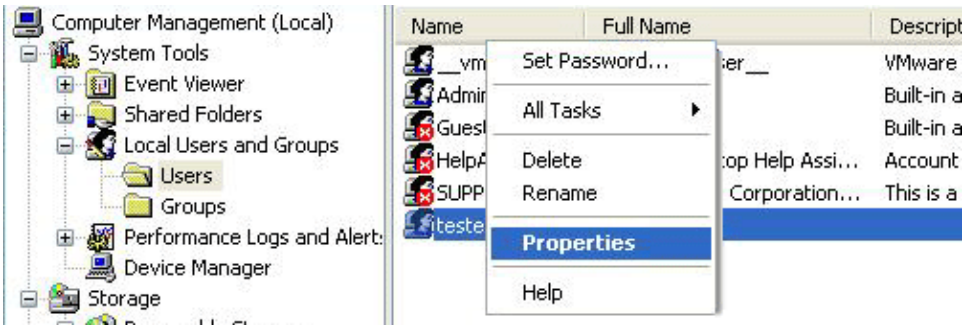
1. Install **Backup Network Workstation** on the computer with Oracle database.
2. Add the user account under which Backup Network Workstation will be launched to the **ORA_DBA** group.

Backups of local Oracle database can be created with any edition of Handy Backup that has the **Oracle Backup** plug-in available. The user account under which Handy Backup runs must have membership of the **ORA_DBA** group.

Adding Users to the ORA_DBA Group (Required for Oracle Backup)

To add a user to the ORA_DBA group, follow these steps:

1. Make sure that you have Oracle installed on your PC.
2. On the **Windows Start** menu, right click **Computer**, and then click **Manage**. The **Computer Management** dialog opens.
3. In the left pane, expand **System Tools**, then expand **Local Users and Groups**, and then click **Users**.
4. In the right pane, right-click the desired user account, and then click **Properties**. The **User Properties** dialog opens.



5. Under the **Member Of** tab, click **Add**.
6. In the bottom pane, select **ORA_DBA**, and then click **OK**.
7. Click **OK**.
8. Click **OK**.

To learn how to back up and restore Oracle databases, please refer to Backing up and Restoring Oracle Databases.

Backing up and Restoring Oracle Databases

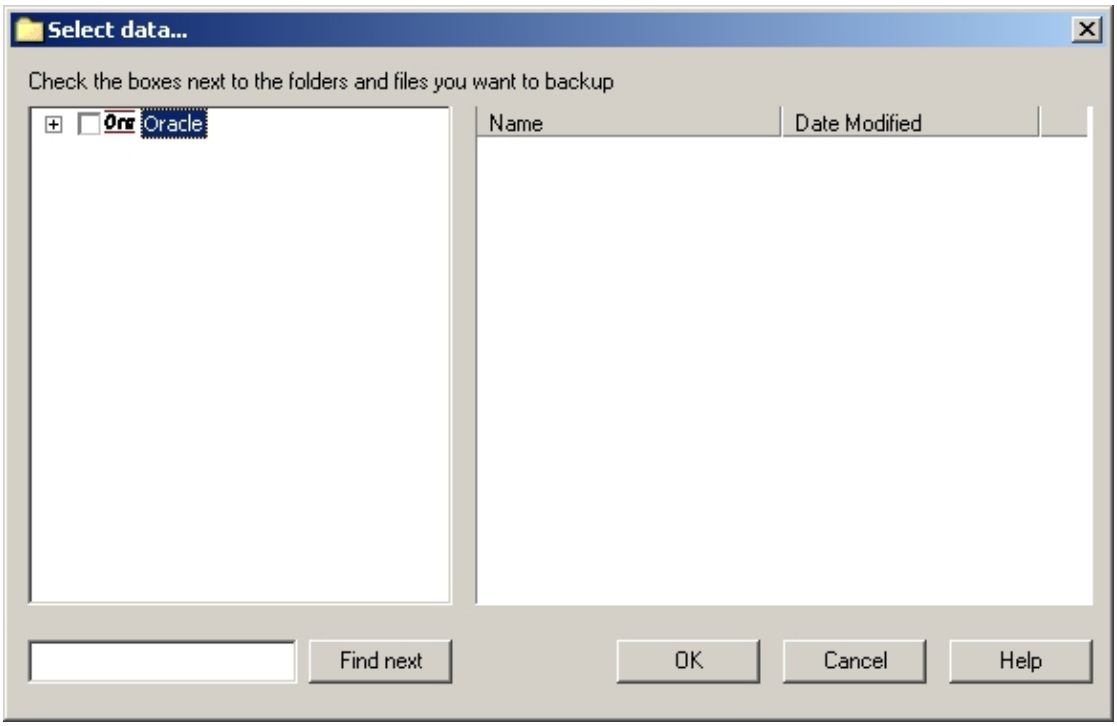
The current version of the Oracle Backup plug-in allows you to back up the following data:

- All database tables
- Archive logs before and after backup
- SPFILE
- Controlfile
- Settings and preferences

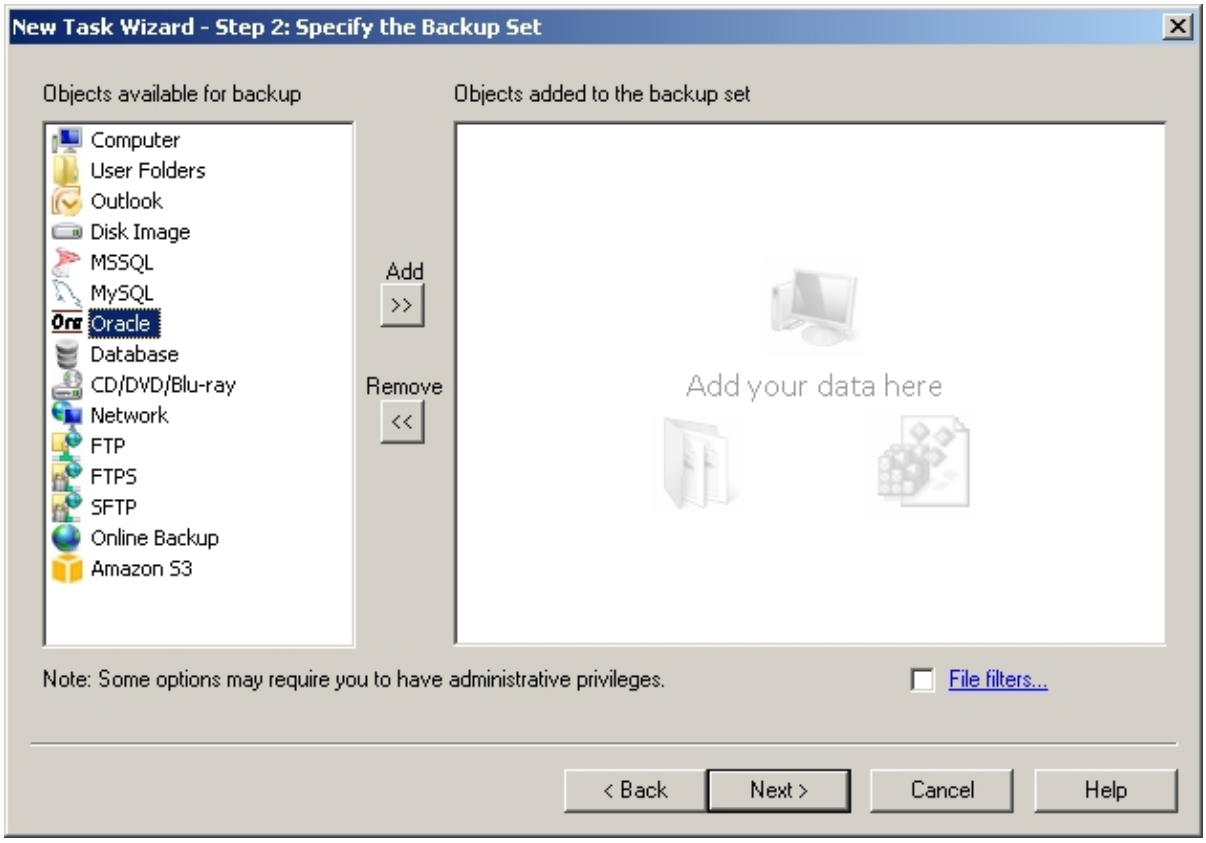
Backing up Oracle Databases

To back up Oracle database located on the local computer, follow these steps:

1. Launch the **New Task Wizard**.
2. Select **Backup Task**, and then click **Next**.
3. (for Network Server version only) Choose the workstation where Oracle Server is located in the upper-left corner of the window.
4. Select **Oracle**.



5. Expand the **Oracle** folder to see the list of available Oracle databases. Check the desired Oracle database, or expand the desired folder to select any specific bases (selected by SID) that you want to back up.



6. When finished, click **Next**.

The subsequent steps are identical to usual backup task creation. For more details, refer to Backing up data.

Restoring Oracle Database

If you want to restore your Oracle backup to the same location where it took place, you use the common Handy Backup restoration (by creating a restore task, or by right-clicking the backup task in the Task View window and clicking Restore). For more details, please refer to Restoring Data.

If the database was lost completely, follow these steps:

1. Create a new database with the same BASE_NAME and SID as before. For instance, this can be done with the help of Database Configuration Assistant. Make sure that the path to the folder where the files are stored is the same as before.
2. Stop the database instance and delete all data files and the controlfile of the newly created database.
3. Re-run the database instance.
4. Perform common restoration of the backup with Handy Backup. For more details, please refer to Restoring Data.

Handy Backup Web Access

Handy Backup Web Access allows controlling your Handy Backup tasks through network, be it LAN or Internet. It is free, compatible with all editions of Handy Backup and can be downloaded at the following URL: http://www.handybackup.net/download-webaccess.shtml. To learn how to install, configure and use Web Access, please see the next sections:

- Installing Handy Backup Web Access
- Configuring Handy Backup Web Access
- Launching and Stopping Handy Backup Web Access
- Using Handy Backup Web Access
    - Tasks Management
    - Settings
    - Users Management
- Removing Handy Backup Web Access

Installing Handy Backup Web Access

Handy Backup Web Access requires **Handy Backup** (or **Handy Backup Server**) and **Java Runtime Environment (JRE)** installed on your PC.

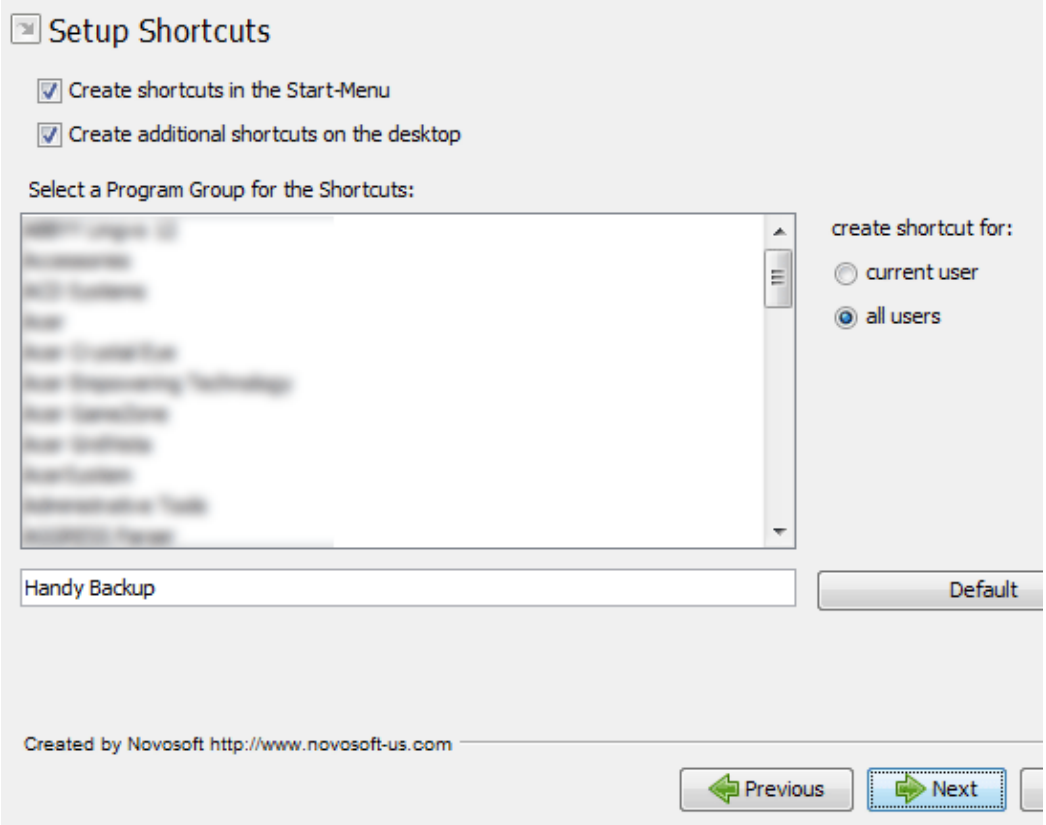
- Handy Backup can be downloaded at http://www.handybackup.net/download.shtml free of charge. For installation instructions, please refer to Handy Backup Installation in the User Manual.

- Java Runtime Environment is a computer environment implementing Java Virtual Machine. It was chosen as a highly efficient platform for bundling Handy Backup with an HTTP server, and can be downloaded at http://java.com/en/download/manual.jsp for free.

Installing Handy Backup Web Access

To install Handy Backup Web Access, follow these steps:

1. Launch the Handy Backup Web Access installation file (handybackup_webaccess.jar).
2. On the Welcome screen, click **Next**.
3. Handy Backup Web Access is changing in step with Handy Backup and may not be compatible with versions earlier than the most up-to-date one. After the welcome screen, you will need to confirm that you are using the correct version of Handy Backup. To do it, select the respective radio button, and then click **Next**.
4. Specify the folder Handy Backup Web Access will be installed into, and then click **Next**.
5. To confirm the creation of the new folder for Handy Backup Web Access files, click **OK**.
6. When the installation is finished, click **Next**.
7. Specify the common installation options, and then click **Next**.


Setup Shortcuts
Create shortcuts in the Start-Menu
Create additional shortcuts on the desktop
Select a Program Group for the Shortcuts:
create shortcut for:
current user
all users
Handy Backup
Default
Created by Novosoft http://www.novosoft-us.com
Previous
Next

8. Click **Done**.

Configuring Handy Backup Web Access

Configuring Firewall

The current version of Web Access uses port 8080. At present, there is no way to change it and run your HTTP server on a different port. This feature will be implemented in the next versions.

In order to use Handy Backup Web Access, make sure that its connections are allowed by your firewall.

Setting Default Login and Password

As soon as you start the Web Access service, your computer will become accessible via Internet. The default login data are as follows:

login: admin

password: pass

To change administrator's login and password, follow these steps:

1. In the Handy Backup Web Access installation folder, go to the **config** subfolder.
2. Edit the file **passwords** using Windows Notepad or any other text editor you like.

   The file contains the list of all users available in Web Access. Each user's details start with a new line, and have the following structure:

   Username:Password:Role

   The data must be separated by a colon and contain no spaces. The explanation is as follows:

   Username stands for the name that you will use to log in Web Access

Password is the password that needs to be entered for user authorization.

Role is the role of the user in Web Access. At present, there can be two roles:

- **admin** - Administrator users can start, stop and delete tasks, add and delete users and change all Web Access settings
- **user** Common users can only start and stop tasks

3. It is recommended to change the administrator password, before you launch the service. If you want, you may add any amount of users by manually editing the file, or you can do it later from the respective menu of Web Access.

Launching and Stopping Handy Backup Web Access

Handy Backup Web Access can work in two modes:

- **As Windows service**. In this mode Web Access starts on a local machine a Web server which runs invisibly in the background.

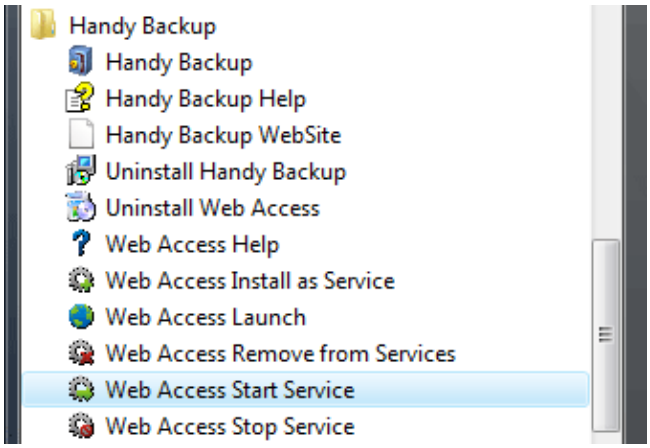
- **In Console mode**. In this mode Web Access is launched as a common application, making the Web server accessible as long as the program runs.

Launching and Stopping Web Access Service

During installation, Handy Backup Web Access creates a new Windows service which needs to be running at the time you want to use the program. By default, it doesn't start automatically at the system startup, so you need to launch it manually.

To run Web Access as Windows service, follow these steps:

1. On the **Windows Start** menu, click **All Programs**.



2. Click **Handy Backup**, and then click **Web Access Start Service**.

Note: If you opted to not add Handy Backup to the Start menu during the installation, launch the service manually with the *StartHBWebAccess-NT.bat* batch file which is located in the Web Access installation folder.

It is recommended to not log off the account under which you started Web Access, as in this case the system may not work properly. If you log off the account, the server will keep running, but problems may occur when trying to connect to Handy Backup and its data.

To stop the service, follow these steps:

1. On the **Windows Start** menu, click **All Programs**.
2. Click **Handy Backup**, and then click **Web Access Stop Service**.

Note: If you opted to not add Handy Backup to the Start menu during the installation, stop the service manually with the *StopHBWebAccess-NT.bat* batch file which is located in the Web Access installation folder.

Launching Web Access in Console Mode

To launch Handy Backup Web Access in console mode, run the *HBWebAccess.bat* batch file in the Web Access installation folder. The server will be started as a common Windows application, and will run until you close the application.

Note: The Web Access Launch option in the menu doesn't launch the Web Access service. It only opens your default browser and goes to **http://localhost:8080/logon.app** which can be used to access Web Access on the local computer, for testing purposes. For more details, see the next section.

Using Handy Backup Web Access

After you launch the Web Access service, your computer becomes available for incoming connections. To go to the starting Web Access page, open a browser and go to the following URL:

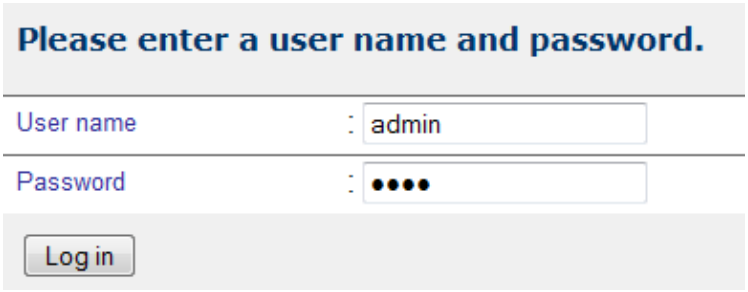
http://computer:8080/logon.app

Where **computer** is your network name or IP address.

Note: To test Web Access on a local PC, you can also use **localhost** (which is a standard host name used to refer to a local PC):

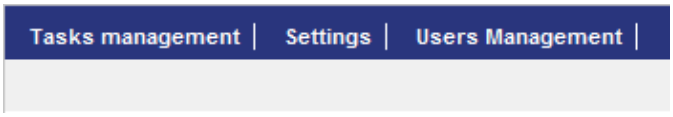
http://localhost:8080/logon.app

The opening screen begins with login form.



- Enter the username and password you specified during configuration, and then click **Log in**.

The next screen contains a welcome message and a navigation menu:



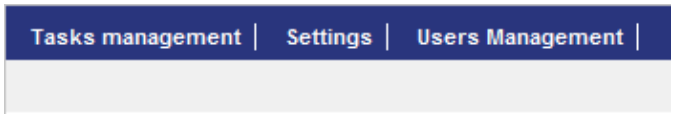
- Task management This link brings you to the page where you can see and manage Handy Backup tasks

- Settings The Settings menu lets you change Web Access settings

- User Management On this page you can add and remove Web Access users. It is available for Web Access users with administrator privileges only.

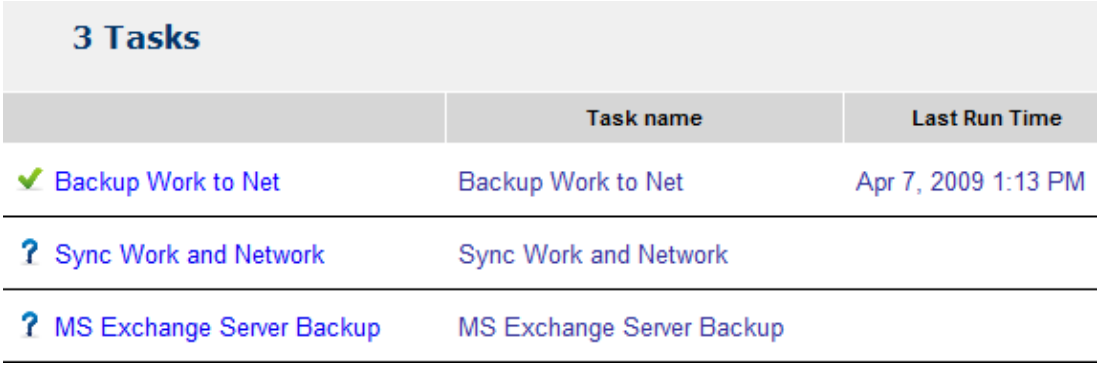
Web Access Task Management

To go to the Task Management, click **Tasks Management** on the Web Access navigation menu.



The current version of Handy Backup Web Access provides only basic functionality related to task management.

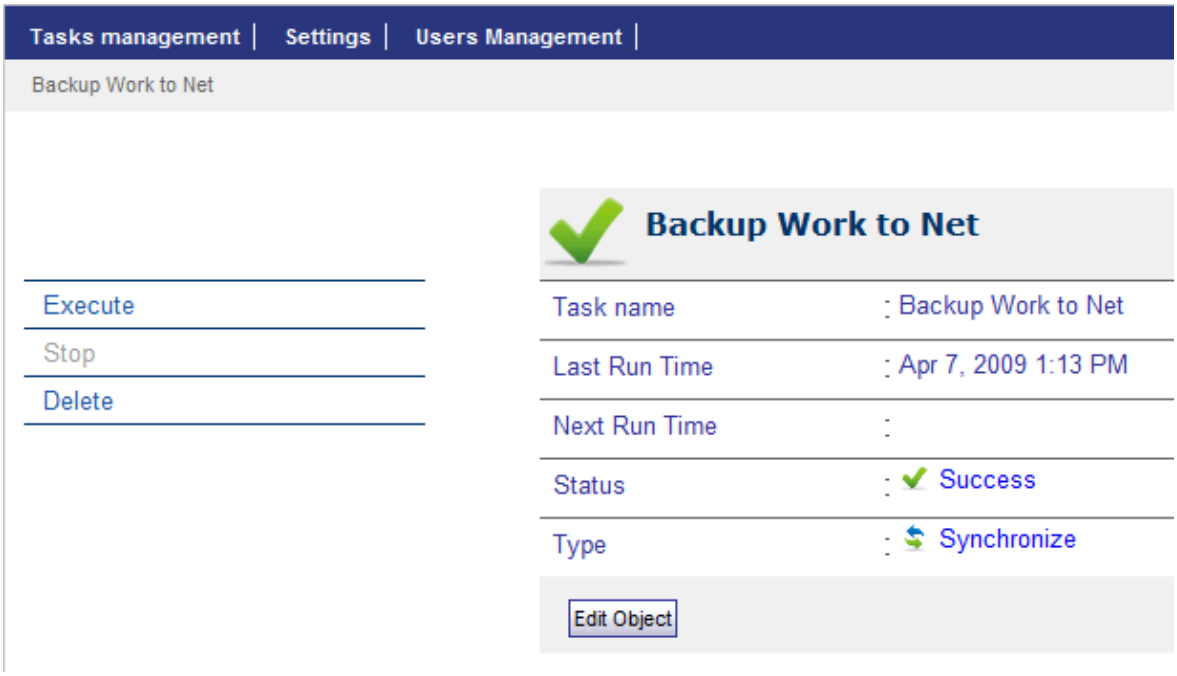
- On the left pane, click **Tasks List**. The list of tasks will be displayed, similarly to as it appears in the Task View window in Handy Backup.



On this page you can see the information about each task including task name, the last time it was executed, time of the next scheduled execution, status and task type.

Managing Tasks

To execute, stop, or delete a task, click the desired task name on the **Task List** pane.

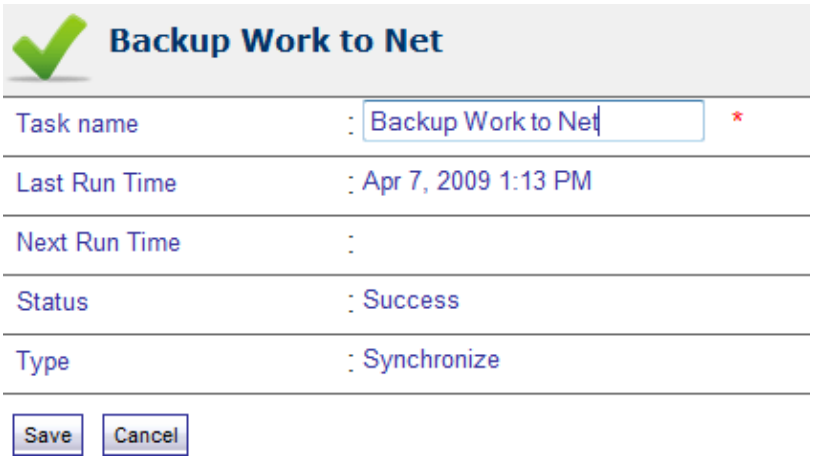


The left pane of this page contains three commands:

- Click **Execute** to launch the task.
- Click **Stop** if the task is running, but you need to stop it.
- Click **Delete** to delete the task. **Note**: This command is available for users with administrator privileges only.

In the main area of the page you can see the details of the chosen task.

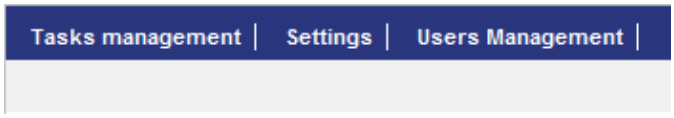
- Click **Edit Object** to edit the task's details.


Backup Work to Net
Task name : Backup Work to Net *
Last Run Time : Apr 7, 2009 1:13 PM
Next Run Time :
Status : Success
Type : Synchronize
Save
Cancel

At present, it is possible to edit only task's name. The other options will be implemented in the next versions.

Web Access Settings

To go to the Settings, click **Settings** on the Web Access navigation menu.

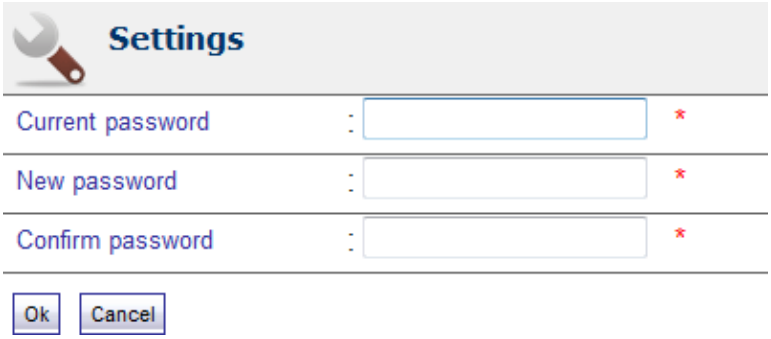


The current version of Handy Backup Web Access provides only basic settings.

Changing Current User's Password

To change the current user's password, follow these steps:

1. On the left pane, click **Change Password**. The New Password form appears.

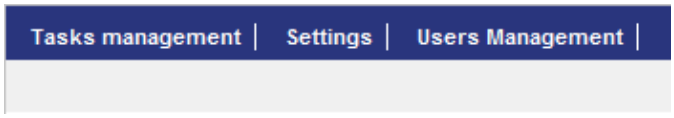


2. Type in your current password, the new password and new password confirmation.

3. When finished, click **OK**.

Web Access Users Management

To go to User Management, click **Users Management** on the Web Access navigation menu.



Note: Viewing and modifying Web Access users is allowed only for users with administrator privileges.

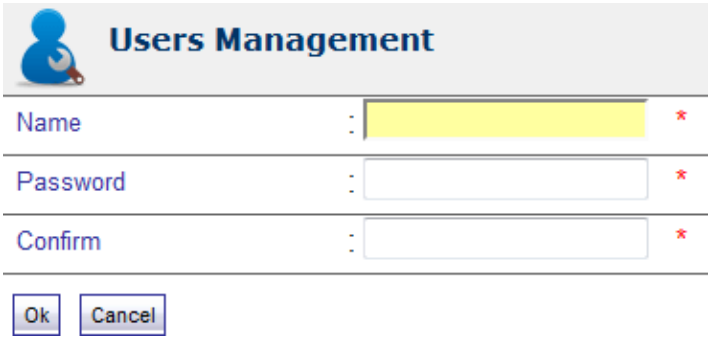
The left pane offers a choice of two commands:

- **Create New User**. This command lets you create new Web Access users.
- **List All Users**. This command displays the list of users that can log in Web Access and their roles in the system. To learn about roles, please refer to Configuring Handy Backup Web Access.

Creating New User

To create a new Web Access user, follow these steps:

1. On the left pane, click **Create New User**. The New User form appears.



2. Specify the name of the new user, password and password confirmation.
3. When finished, click **OK**.

The new user will appear in the list of Web Access users, which can be viewed through the **List All Users** command.

Note: The current version of Web Access doesn't allow creating users with administrative roles. If you want to create one, you need to edit the file with user accounts and passwords manually. This procedure is described in Configuring Handy Backup Web Access.

Removing Handy Backup Web Access

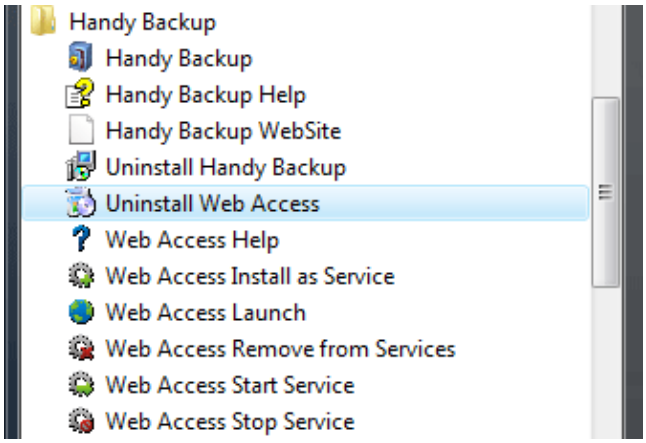
To uninstall Web Access, follow this steps:

1. Stop the Web Access service. To learn how to stop the service, please refer to Launching and Stopping Handy Backup Web Access.

2. On the **Windows Start** menu, click **All Programs**.

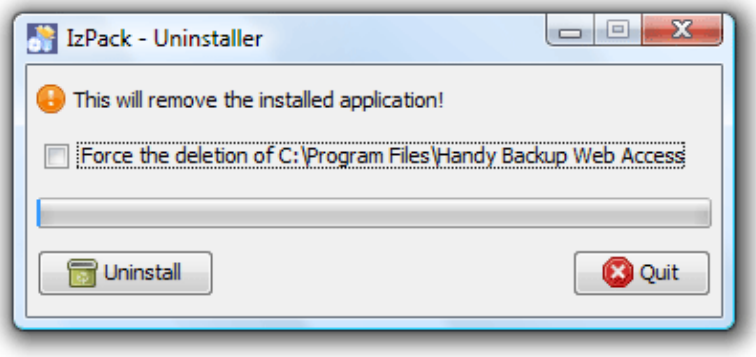
3. Click **Handy Backup**, and then click **Web Access Remove from Services**.

   Note: If you opted to not add Handy Backup to the Start menu during the installation, you can remove the service manually with the *UninstallHBWebAccess-NT.bat* batch file which is located in the Web Access installation folder.



4. Click **Uninstall Web Access**.

   Note: If you opted to not add Handy Backup to the Start menu during the installation, you can uninstall the program through *uninstaller.jar* which is located in the **Uninstaller** subfolder in the Web Access installation folder.


IzPack - Uninstaller
This will remove the installed application!
Force the deletion of C:\Program Files\Handy Backup Web Access
Uninstall
Quit

5. In the Uninstall dialog, check **Force deletion** if you want to delete the Web Access from Program Files. If you don't check this box, the uninstaller will keep all logs and user accounts.

6. Click **Uninstall**.

7. When the uninstaller finishes its work, click **Quit**.

Working on Non-Windows Platforms

Though Handy Backup is designed for Windows, it can also be launched on different platforms under the WINE Windows-compatibility layer. The next chapters contain exemplary guide for installation of Handy Backup under Linux:

1. Installing Handy Backup Under Linux
    - Installing Wine to Use Handy Backup in Linux
2. Registering Handy Backup in Linux

Installing Handy Backup Under Linux

Since Handy Backup was originally designed for Microsoft Windows, it can't be installed directly onto a computer running a different operating system. However, it is possible to install and run it on x86-based Unixes, including Linux, FreeBSD, Max OS X, and Solaris, using **Wine**. Wine is an implementation of the Windows API which allows running Windows applications on non-Windows platforms.

Below is an exemplary guide for installing Handy Backup on **Debian Linux with kernel 2.6.x**. Though some steps or screenshots may not strictly correspond to those in other environments, in most cases the instructions must be very similar, and it shouldn't be hard to find the respective actions in each particular case.

Using Wine for Linux Backup

To install and use Handy Backup, you need to have Wine installed on your system. Wine is a Windows-compatibility layer which allows using Handy Backup in a Linux environment. If you don't have Wine installed, refer to Installing Wine.

Before Installing Linux Backup

Before you install Handy Backup, it is necessary to install an HTML rendering engine (**gecko**) and Microsoft XML parser (**msxml3**). These packages are widely available on the Net, for example as a part of **winetricks**. To get winetricks:

- Make sure that you are able to download files from the Internet. If necessary, edit proxy settings in /etc/wgetrc. Type in the command:

wget http://www.kegel.com/wine/winetricks

OR

- Visit the URL http://www.kegel.com/wine/winetricks and save it with your browser.

To extract Microsoft cabinet files (.CAB) provided by winetricks, you will require the cabextract tool. To install it:

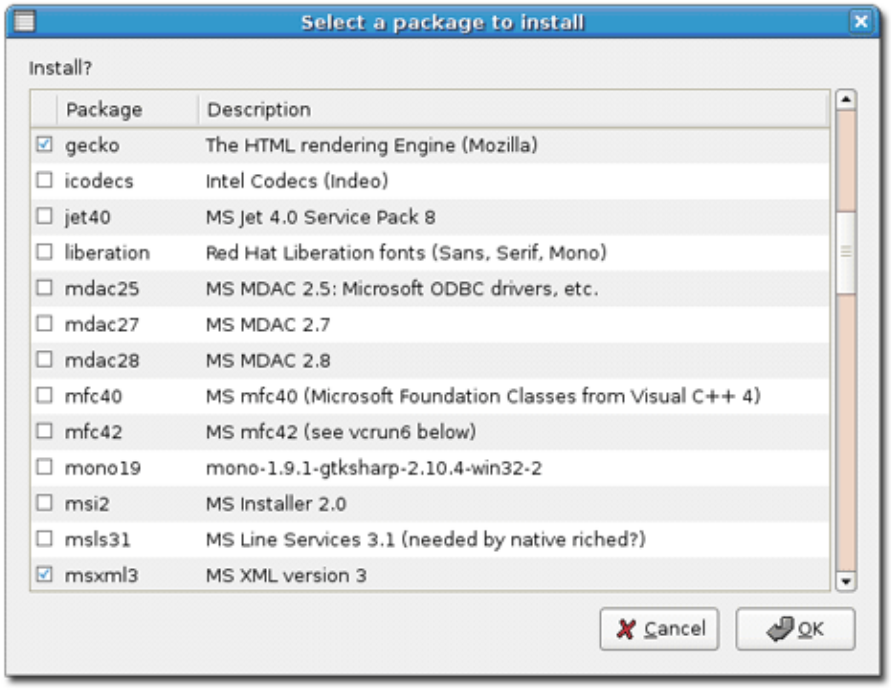
- Under the root user, type in the command:

apt-get install cabextract

Then run winetricks and install the required packages:

1. Under user, type in the command:
   sh winetricks
2. In the Package Selection dialog, select **gecko** and **msxml3** by checking the boxes near them, and then

click **OK**.



Installing Handy Backup Under Linux

After you have installed Wine, gecko and msxml3, you can install Handy Backup.

1. Launch the Handy Backup installation package:
   msiexec /i handybackup_install.msi
2. The package can be used for installation of both individual and enterprise editions of Handy Backup.
   - Select **Handy Backup** to install the backup software for individual PC.
   - Select **Handy Backup Server** or **Backup Network Workstation** if you want to deploy a network backup solution. Learn more about installation of Handy Backup Server...
3. Follow the steps of the Wizard and complete the installation.

Running Handy Backup

Handy Backup is launched in two steps:

1. Type in the command:
   wine hbagent.exe
2. Open another instance of terminal and type in the command:

wine backup.exe

After finishing the installation, you have a 30-days trial period during which you can use Handy Backup without any limitations of functionality. To learn about registration, refer to Registering Handy Backup Under Linux.

Installing Wine to Use Handy Backup in Linux

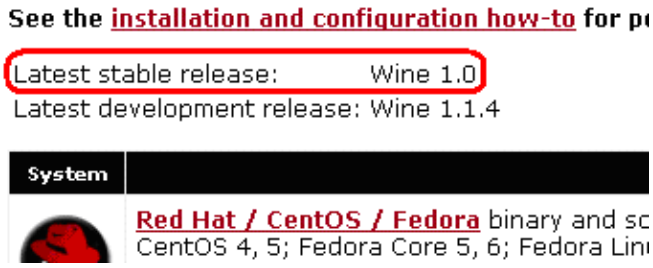
Installation and usage of Handy Backup under Linux is done via Wine Windows-compatibility layer for non-Windows systems. Currently, Handy Backup has been tested under Debian Linux with kernel 2.6.x and the below guide describes how to install Wine for it. Instructions for other systems must be very similar, and it shouldn't be hard to find the analogy in each particular case.

Installing Wine

To install Wine:

1. Visit the URL http://www.winehq.org/site/download.

2. Above the platform selection, see which version of Wine is the latest stable release (it is 1.0 as of 25 September 2008).


See the installation and configuration how-to for p
Latest stable release: Wine 1.0
Latest development release: Wine 1.1.4
System
Red Hat / CentOS / Fedora binary and sc
CentOS 4, 5; Fedora Core 5, 6; Fedora Lin

3. Find your platform and follow the respective link.

4. Download Wine binary.

   Note: It is recommended to install the latest **stable** (not development) package of Wine. For Debian, the file is called wine_1.0.0~winehq0~debian~4.0-1_i386.deb

5. Under the root user, type in the command:
   dpkg i wine_1.0.0~winehq0~debian~4.0-1_i386.deb

   Proper installation of Wine requires several packages which you may not have. For example, in our case we lacked **winbind** and received an error message saying that the installation had unmet dependencies. The following steps describe a solution for this:

6. To install winbind, we shall use the Advanced Package Tool utility. Type in the command:
   apt-get install winbind
7. Installation of winbind depends on samba-common. If you don't have it, you will have to install it as well.

8. To install all of the above, use the f option of the Advanced Package Tool:

apt-get f install

9. Configure Samba settings through specifying **Workgroup/Domain Name**, and deciding if you want to **use WINS settings from DHCP**.

After installing Wine go on with installation of Handy Backup.